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***Financial Management***

**TRAVEL-POLICY AND PROCEDURES FOR  
FINANCIAL SERVICES OFFICES AND  
FINANCE OFFICES-RESERVE COMPONENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services* and provides guidance on supplemental procedures for processing travel orders and claims for the Air Force as authorized in the DoDFMR, Volume 9, Chapter 1. Information in this part should not be construed as modifying the Joint Federal Travel Regulations (JFTR), the Joint Travel Regulations (JTR), and the DoDFMR, Volume 9 that controls under all circumstances. Maintain and dispose of all records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*.

***SUMMARY OF REVISIONS***

This document is substantially revised and must be completely reviewed.

This is a revision (reformatted) of the AFR 177-103, 31 December 1991. It restores information previously deleted during the conversion from DFAS-DE 7010.3-R into AFI 65-103, Volume 2. It clarifies the procedures for use of (Contracted) Commercial Travel Office (CTO) when personally arranging travel, paragraph 3.2. It establishes new procedures for reimbursement of excess baggage cost when authorized in conjunction with temporary duty (TDY), paragraph 3.8.; it clarifies the methods to change the selected meal option under proportional per diem, paragraph 4.11.; it clarifies the reimbursement for charges connected to ATM withdrawals, paragraph 4.13.; it clarifies the policy for use of more than two privately owned conveyances during permanent change of station (PCS), paragraph 5.15.; updated examples of PCS travel involving ocean-going ferries, paragraph 5.17.; clarifies procedures for dependency determinations, paragraph 5.19.; clarifies procedures for retirement and separation payments before the effective date of retirement or separation, paragraph 5.24.; establishes new procedures for POV storage when POV transportation is authorized, Section 5E.; establishes procedures for Reserve Component members utilizing the 44 day leave program, paragraph 6.12.; clarifies the procedures for consecutive overseas tour leave travel and in-place consecutive overseas tour, paragraph 6.17.; establishes procedures for pre-payment sampling and review of settled travel claims, paragraph 7.5.; establishes standard DoD travel advance policy, paragraph 9.2.; establishes procedures for properly recording PCS advances under the

automated travel record accounting system, paragraph 9.10.; clarifies procedures for follow-up for outstanding advances, paragraph 9.11.; clarifies relocation income tax allowance (RITA), paragraph 10.23.; and clarifies inclusion in earned income, paragraph 10.24..

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## Chapter 1

### APPLICABILITY AND GENERAL INFORMATION

**1.1. Authority.** (DoD Financial Management Instruction (DoDFMR), Volume 9, Chapter 1.) This instruction prescribes supplemental procedures for processing travel orders and claims for the Air Force as authorized in the DoDFMR, Volume 9, Chapter 1. Information in this part should not be construed as modifying the Joint Federal Travel Regulations (JFTR) for uniformed personnel, the Joint Travel Regulations (JTR) for civilian employees, and the DoDFMR, Volume 9 that controls under all circumstances. Travel reengineering sites must use JFTR/JTR, Appendix O to determine travelers' entitlements. The JFTR/JTR are available at: <http://www.dtic.mil/perdiem/trvlregs.html>

The DoDFMR is available at: <http://www.dtic.mil/comptroller/fmr>. See AFI 65-601, Volume 1 and AFMAN 65-604 for additional information on travel policies and coding structure.

**1.2. Applicability.** The provisions of this instruction:

1.2.1. Are mandatory for all Air Force activities performing base-level accounting and finance travel type functions. Deviations are not authorized without approval from the Air Force Accounting and Finance Office (AFAFO). Prior to a command issuing a supplement to this instruction, it must be forwarded to AFAFO/FMF, 6760 East Irvington Place, Denver, CO 80279-8000, for coordination. Upon release of the command supplement a finalized copy must be forwarded to AFAFO.

1.2.2. Apply to:

1.2.2.1. Travel payments made from appropriated funds, **including the industrial fund**, regardless of whether or not the payments are made in dollars or foreign currency.

1.2.2.2. Air Force activities and individuals authorized to prepare certificate vouchers, statements, orders, or papers in support of travel transactions.

**1.3. Change Suggestions.** Suggestions for improvement, addition, or revision are solicited. Send suggestions through major commands (MAJCOMs) to AFAFO/FMF for evaluation and appropriate action. Send requests for technical assistance, including interpretations of this instruction, through MAJCOMs to AFAFO/FMF. Requests submitted should include appropriate documentation and recommended solutions.

## Chapter 2

### ADMINISTRATION AND GENERAL PROCEDURES

**2.1. General.** (JFTR, par. U2100 and JTR, par. C3054-B). The legal rights to and liabilities of allowances are established when the travel expenses are incurred under orders. Such orders may not be revised or modified retroactively so as to increase or decrease the rights and benefits, which have been fixed under the applicable statutes or instructions. A clerical correction in the form of an amendment may be made after the effective date of the orders only when an error is obvious on the face of the order and all facts and circumstances clearly demonstrate that some provision previously determined and definitely intended has been omitted through error in preparing the orders (54 Comp Gen. 638 (1975)).

**2.2. Competent Travel Orders Required for Payment.** (JFTR, par. U2115, JTR, par. C3050, and DoDFMR Volume 9, Chapter 5). The following are acceptable orders for payment:

- 2.2.1. True or properly certified travel order copies. (Ensure both sides are copied).
- 2.2.2. Extract order copies to include messages, which contain all pertinent information.
- 2.2.3. Legible order copies reproduced by copying machines. Do not withhold payment of a claim solely because a travel order cites an incorrect accounting classification (centrally managed or specific allotment). Instead, state the correct accounting classification on the voucher and adjust the erroneous obligation accordingly. Refer to the DoDFMR Volume 9, 050307B for supporting documentation to change another accountable station's accounting classification.
- 2.2.4. Facsimile order copies can be sent for certification. Once certified, the returned copy is treated as the original.
- 2.2.5. An electronic order signed with an electronic signature block.

**2.3. Classified Travel Orders.** For specific requirements for travel under classified orders, see par. 11-11.

**2.4. Order Effectiveness.** (JFTR, par. U2140 and JTR, Chapter 3) Temporary Duty (TDY) orders remain in effect if:

- 2.4.1. A traveler traveling under blanket or repeated TDY orders returns from a mission to the permanent duty station (PDS).
- 2.4.2. A traveler is required to return to the PDS for TDY requirements (field trips with courses of instruction) or transportation reasons (weather, fuel, mechanical delay, or procurement) and the order contemplates continued TDY.
- 2.4.3. A traveler returns to the PDS including home (from which the traveler usually commutes to the PDS) for personal reasons during a TDY period.

**NOTE:** No allowances are credited for any day the traveler was in a leave status for the whole day (JFTR, par. U4102-B and JTR, par. C4563-C1).

- 2.4.4. Before completing TDY, additional TDY orders are published directing travel to another location, which may include the traveler's PDS. The additional TDY orders merely suspend executing the



original orders. After completing the additional TDY, the traveler again comes under the provisions of the initial order.

2.4.5. FSO's may use a statement from the order-issuing official instead of an amended order to effect proper payment when the traveler:

2.4.5.1. Adds or omits travel to places stated in the order

2.4.5.2. Changes the order of continuity of places shown, or

2.4.5.3. Changes the original specified time duration at a place stated in the order, provided the change is within total time limits. No amendment or statement is required for the changes in **2.4.5.1.** through **2.4.5.3.** if itinerary variations are **authorized.**

## Chapter 3

### TRANSPORTATION AND ACCOMPANIED BAGGAGE ALLOWANCES AND LOCAL TRAVEL ALLOWANCES

**3.1. General.** Guidance on the use and procurement of transportation is a traffic management office (TMO) responsibility. For information regarding the movement of personnel, contact the TMO. (DoD-FMR Volume 9, DoDD 4500.9 and DoDI 4500.42, Part I; JFTR, Chapter 3; JTR, Chapter 2; and AFI 24-101).

**3.2. Use of (Contracted) Commercial Travel Offices.** In arranging official travel, traveler must use the following, if available, in accordance with DoDD 4500.9 Transportation and Traffic Management, DoDI 4500.42 DoD Passenger Transportation Reservation and Ticketing Services, JFTR, par. U3120 and JTR, par. C2207:

3.2.1. (Contracted) Commercial Travel Office (CTO).

3.2.2. In-house Travel Office.

3.2.3. General Services Administration (GSA) Travel Management Center (TMC).

3.2.3.1. Government-wide Policy for CTO Use. It is the policy of the Uniformed Services that travelers use CTOs, when available, to arrange official travel except when authorized in accordance with JFTR, par. U3110 and JTR, par. C2207. The CTO is considered available in virtually all circumstances. The traveler or those arranging travel must make every attempt to contact the CTO to arrange official travel to include utilizing the toll free number, contacting the command post, etc., if outside normal operating hours.

3.2.3.1.1. CTO Availability. When a CTO is available and arrangements are made through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the government would have paid if arrangement had been made through a CTO. This does not imply that non-CTO use is acceptable, and travelers may be subject to disciplinary action for failing to comply with orders and DoD policy.

**NOTE:** Finance Service Offices, Transportation Management Offices, order-issuing officials, commanders, etc., should NOT promote non-CTO use for official travel. This violates our Service contract with the CTOs. **Travelers must comply with the Fly America Act, see par. 3.4.** Tickets purchased directly from a non-contract travel agent or common carrier are not reimbursable when the trip is cancelled. Use of unit funds is not authorized to reimburse travelers under these circumstances. Fees may be claimed for re-ticketing along with the self-procured airfare purchases. The total cost of airfare and associated fees is limited to what the government would have paid if proper procedures had been followed.

3.2.3.1.2. CTO Non-Availability. The rare circumstances that the CTO is not available, the order-issuing official must certify that a CTO was/is not available to arrange transportation. Reimbursement is paid for the actual cost of the authorized or approved transportation not to exceed (NTE) the least expensive unrestricted commercial coach fare that meets mission requirements. **Note:** City-Pair airfares may not be available, since the CTO is not available.

**3.3. Directed Transportation Mode.** (JFTR, par. U3002-B or JTR, par. C2206).

3.3.1. Reimbursement Examples:

3.3.1.1. Member performs transoceanic travel on a PCS. (JFTR, par. U5108). Member personally procures air transportation for their transoceanic travel. Member is not reimbursed for this travel.

3.3.1.2. Member with authorized dependents personally procures air transportation for the transoceanic travel on a PCS. Member is not reimbursed for this travel; however, the dependents are limited to what it would have cost the government to procure the transportation.

3.3.1.3. Traveler is directed to utilize government-procured transportation for TDY travel. Traveler procures his or her own ticket (non-CTO) or utilizes a POC to perform the travel. Reimbursement to the traveler is limited to what it would have cost the government to procure the official transportation.

3.3.1.4. Traveler is directed to utilize a government owned vehicle (GOV) as a passenger for TDY travel. Traveler utilizes a POC to perform the travel. Traveler is not reimbursed since there is no additional cost associated with the GOV (JFTR, par. U3002-B and JTR, pars. C2001-A3d and C4651-D2).

3.3.1.5. Traveler is directed to utilize Military Air (MILAIR) for TDY travel. If traveler procures transportation, reimbursement is limited to the government cost for MILAIR travel (JFTR, par. U3002-B and JTR, par. C2206-B and E).

**3.4. U.S. Flag Air Carrier (Certificated Air Carrier) Use.** (JFTR, par. U3125-C, or JTR, par. C2204-B).

**3.5. Terminal Travel.** (JFTR, par. U3320 and JTR, par. C4657). If the traveler is a passenger in a POC owned/operated by a person not entitled to terminal travel reimbursement for that particular trip, the passenger is entitled to claim terminal mileage as owner/operator if he or she incurred operating expenses. When the traveler pays the parking fee at the terminal he or she may be reimbursed for such fee whether or not mileage is claimed for travel to and from such terminal (JFTR, par. U3320-B or JTR, par. C4657-B for parking limitations). For servicing OCONUS terminals see [Attachment 2](#).

3.5.1. Roundtrip Expenses Incurred for Drop-off or Pick-up at a Common Carrier Terminal. (JFTR, par. U3320-A or JTR, par. C4657-A). When a POC is driven round-trip to drop-off or pick-up a traveler at a common carrier terminal, the traveler shall be paid mileage for the round trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

3.5.2. Expenses Incurred for Two One-Way Trips to and from a Common Carrier Terminal. (JFTR, par. U3320-B and JTR, par. C4657-B). When a POC is used for one-way travel from a residence or duty station to a common carrier terminal and then from the terminal to a residence or duty station when the TDY is completed, a traveler shall be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

3.5.3. Traveler Departs from PDS on TDY. (JFTR, par. U3320-C and JTR, par. C4657-C). When a POC is driven from a traveler's residence to the PDS on the day the traveler departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the traveler returns, the traveler who paid the expenses of operating the POC shall be paid mileage plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

3.5.4. Two or More Travelers Travel in Same POC. (JFTR, par. U3320-D and JTR, par. C4657-D). When a traveler transports other travelers to or from the same carrier terminal, mileage is authorized

for the additional distance involved supported by a total distance or odometer readings certified as correct by the traveler. Only one traveler may be paid mileage for the same trip. A traveler who pays a parking fee at the terminal may be reimbursed.

**3.6. Reimbursement for the Cost of Damages to Commercial Rental Vehicles.** (DoDFMR, Vol. 9, Chapter 4).

**3.7. Local Travel:** (JFTR, pars. U3500 and U3505 and JTR, pars. C2400 and C2401).

3.7.1. If the order-issuing official determines that a POC is authorized for local travel in and around the PDS, the traveler shall be paid mileage for the distance that exceeds the traveler's normal commuting distance. **Note:** Designated-approving officials may not approve their own voucher(s) for payment.

3.7.2. Local Area Definition. FSO's must ensure that local directives clearly define the local area in which transportation expenses may be authorized or approved for conducting official business (JFTR, par. U3500-B and JTR, par. C2400-B). When two or more installations are in proximity of each other, the senior commander or senior service commander should determine the local area. **Note:** An arbitrary mileage radius should not be established in setting up the local commuting areas of permanent and temporary duty stations. (59 Comp. Gen. 397 (1980))

3.7.3. Lodging in the Local Area. (JFTR, pars. U4102-D, U4102-E, and U4105-H). There is no authority to pay per diem for travel or TDY within the PDS limits unless the TDY meets the criteria of U4105-H. **Note:** Allowances under this paragraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. When travelers perform TDY in the local area but outside the PDS limits and require quarters, travel orders are necessary to support payment of the claim. See JTR, par. C4552-D for civilian employees.

**3.8. Excess Baggage.** (JFTR, par. U3015 and JTR, par. C2302). Travelers directed to perform a TDY can be authorized/approved excess baggage. This authority allows travelers to transport their excess baggage one of two ways:

3.8.1. Hand carry the excess baggage with them on the designated flight; or

3.8.2. Ship the excess baggage to their temporary duty station and/or permanent duty station. The postal system must be utilized for shipment of excess baggage. Travelers who decide to ship (mail) excess baggage are required to retain and provide a copy of the receipt from the post office (regardless of amount). The receipt must include the weight of the excess baggage being certified. Mailing charges are claimed on the settlement voucher and the receipt must accompany the claim.

**3.9. Service Charges for Cancelled Airline Reservations or Tickets.** Airlines may assess surcharges for cancelled airline reservations or tickets. The following procedures are used to defray or reimburse these surcharges as the situation may require:

3.9.1. Traveler purchases ticket after orders are published; military or government procured transportation becomes available and is used. Reimburse surcharge under JFTR, par. U4520 or JTR, par. C4709 on the settlement voucher.

3.9.2. Traveler purchases ticket, uses it for a leg of the journey and another mode to complete travel. Reimburse the surcharge on the settlement voucher according to JFTR, par. U4520 or JTR, par. C4709 provided the change in travel was driven by circumstances beyond the traveler's control.

3.9.3. Traveler purchases ticket after orders are published, then trip is cancelled before effective date. Reimburse surcharge on SF 1164, Claim for Reimbursement for Expenditures on Official Business, and attach a copy of the original order along with rescinding amendment under JFTR, par. U4539 or JTR, par. C4710.

## Chapter 4

### TEMPORARY DUTY TRAVEL

**4.1. Travel of Aircrew Members (Military Members Only).** (JFTR, par. U2200-C, Table U2c and par. U7100). Members of an organization, whose regularly assigned duty consists of performing flights from a PDS to other point(s) and return, are considered to be performing their regularly assigned duties. These members are entitled to per diem allowances while away from the PDS. However, there is no authority for reimbursement for travel expenses between home and place of abode and the place (office) where they report for their regular duties at the PDS. To readily identify aircrew members, the abbreviation “ACRW” is to be entered on the Flight Authorization or DD Form 1610, Request and Authorization for TDY Travel for DoD Personnel. An aircrew member is away from the PDS when the aircraft departs (wheels up) until the aircraft returns (wheels down). These provisions do not apply to Reserve Component aircrew members for travel upon call to and relief from active duty. Aircrew status for Reserve Component members only applies after the member arrives at the active duty location and terminates when the member departs incident to relief from active duty.

**4.2. Per Diem Entitlement for TDY with or without a Fixed-Starting Date.** (JFTR, par. U4100, JTR, par. C4552 and DoDFMR, Vol. 9).

4.2.1. Policy on Per Diem Payment. It is Air Force policy that travelers should not be paid per diem incident to reporting at a TDY station earlier than the date specified in orders or the date required to perform duty unless:

- 4.2.1.1. Earlier reporting is necessary because of transportation schedule variations;
- 4.2.1.2. The duty may be performed at any time as differentiated from a fixed period; or
- 4.2.1.3. The order-issuing official determines that early reporting is or was in the government’s best interest, or has been caused by conditions beyond the traveler’s control.

4.2.2. Per Diem for Travel Time:

4.2.2.1. TDY Having a Fixed Starting Date. From the order, establish the required reporting date. Use this required reporting date for constructed travel time computation. Use a schedule that would permit reporting at, or as close as possible before, the required reporting date. General rules for determining required reporting date:

4.2.2.1.1. If the order does not contain specific reporting instructions, establish required reporting time as though the order directed reporting on the day before the TDY (class, training course, etc.) start date.

4.2.2.2. TDY Not Having a Fixed Starting Date. Normally, orders for this type of TDY contain an on-or-about departure date from the PDS. The absence of a specific reporting date usually indicates that accomplishment of the mission is not tied to a definite date or period. Unless information concerning duty requirements indicates otherwise, accept the actual arrival date at the TDY station as the required reporting date. If the actual arrival date is not acceptable (for example, it is known to be earlier than necessary), establish a required reporting date based on available information. Use schedules, including Air Mobility Command (AMC) schedules when appropriate, that would permit reporting at, or as close as possible before, the required reporting date.

4.2.3. Continuous TDY Periods. If a traveler performs two or more consecutive TDY periods (school, training courses, POE/POD travel, etc.) and through no fault of the traveler, there is an interval between the ending of one period and the starting of the next, per diem is payable for the period the traveler remains at the first TDY location or after arrival at the next TDY location, to include official travel time between locations.

#### 4.3. Constructed Travel:

4.3.1. Travel by POC Authorized as Advantageous to the Government. (JFTR, par. U3305 and JTR, par. C4661-A).

4.3.1.1. The constructed arrival date at the TDY location is the day before the first day of duty.

4.3.1.2. The constructed time and departure date from the TDY location when returning to the PDS is 0600 hrs the day following the last day of duty. (See [Figure 4.1.](#))

4.3.1.3. Constructed schedules should not include travel between 2400 and 0600.

4.3.2. Travel by POC Not Advantageous (Traveler's Convenience). (JFTR, par. U3310 and JTR, par. C4661-B). Cost of government transportation includes:

4.3.2.1. Transportation Request (TR) cost(s) as shown in the TDY order or as quoted by the local CTO;

4.3.2.2. Constructed transportation costs to and from the local servicing terminals (PDS and TDY);

4.3.2.3. Constructed cost (obtained from TMO) to ship excess baggage authorized in the order and verified with the traveler that the baggage was transported in the POC; and

4.3.2.4. Constructed per diem for travel via the TR as determined by par. [4.3.4.](#) Compare the traveler's actual travel and transportation allowances consistent with the cost of the government procured transportation. Pay the lesser of actual or constructed cost ([Figure 4.2.](#)). For TDY travel, TR cost is based on city-pair fares, where applicable, otherwise, lowest unrestricted coach fares obtained by contacting TMO.

4.3.3. Passengers in POCs:

4.3.3.1. Advantageous to the Government. Mileage allowance is not payable. Per diem is paid for travel as actually performed per JFTR, par. U3305 and JTR, par. C4661.

4.3.3.2. Not Advantageous to the Government. Mileage allowance is not payable. Per diem is paid for actual travel time or constructed schedule computed in par. [4.3.4.](#), whichever results in the lesser amount.

4.3.4. All Other Modes. (JFTR, pars. U4325 and U4340 and JTR, pars. C2207 and C4661-C). In determining a constructed schedule, (see [Figure 4.2.](#) and [Figure 4.3.](#)), use the following steps:

4.3.4.1. To a TDY Location:

4.3.4.1.1. Establish the authorized reporting date according to par. [4.2.](#) of this instruction.

4.3.4.1.2. Determine required transportation mode(s), i.e., either/or a combination of air, rail, or bus.

4.3.4.1.3. Use a schedule that allows arrival before or on the authorized reporting date (established in par. 4.3.4.1.1. above) from:

4.3.4.1.3.1. Air--Transportation Management Office (TMO)/CTO.

4.3.4.1.3.2. Rail--TMO/CTO.

4.3.4.1.3.3. Bus--Local bus schedule.

4.3.4.1.4. Always allow adequate travel time for the traveler to arrive at the carrier terminal two hours before scheduled departure on domestic flights, three hours for international flights, and to travel from the carrier terminal to place of duty. **Note:** Additional time authorized when local conditions warrant.

4.3.4.1.5. Do not begin or end a constructed schedule, including terminal travel, between 2400-0600 hours unless that is the only schedule available to meet the required reporting date/time.

4.3.4.2. From a TDY location to the PDS:

4.3.4.2.1. Establish departure day after the last duty day.

4.3.4.2.2. Determine required transportation mode(s), i.e., either/or a combination of air, rail, or bus.

4.3.4.2.3. Use a schedule that allows departure on the authorized departure date (established in par. 4.3.4.2.1. above) from:

4.3.4.2.3.1. Air--TMO/CTO.

4.3.4.2.3.2. Rail--TMO/CTO.

4.3.4.2.3.3. Bus--Local bus schedule.

4.3.4.2.4. Always allow adequate travel time for the traveler to arrive at the carrier terminal two hours before scheduled departure on domestic flights, three hours on international flights, and allow sufficient travel time from carrier terminal to place of duty or home. **Note:** Additional time authorized when local conditions warrant.

4.3.4.2.5. Do not begin or end a constructed schedule, including terminal travel, between 2400-0600 hours unless that is the only schedule available. **Note:** When the actual travel time by POC, not to exceed the allowable travel time (JFTR, par. U3005-C and JTR, par. C4300), results in a lesser per diem entitlement than the constructed time, use the actual. For travel between TDY locations, use steps for travel to a TDY location (See par. 4.3.4.1.).

4.3.5. Constructed Lodging Costs. In many instances, it is necessary to construct a traveler as if he or she remained overnight at a TDY point. For example, a traveler performs required duty on any given day and departs the same day after completion of duty for leave. The traveler's constructed schedule (if required) should start no earlier than the day after the last day of duty. The lodging cost incurred for the previous day (if any) is included in the constructed cost. **Example:** Traveler departs TDY point on 1 June; duty performed that day. On 31 May, the member incurred a \$14.00 VOQ charge. Allow the 'constructed' \$14.00 VOQ charge for 1 June consistent with the constructed schedule.



4.3.6. Delays. Treat necessary delays at POE or POD as authorized delays. The member remains in a travel status when government scheduled transportation causes early arrival at the port or causes a delay at the port awaiting onward transportation.

#### 4.4. TDY Travel and Leave (Military Members Only):

4.4.1. General. A member on TDY may be authorized leave en route.

4.4.2. Leave En route to and from TDY (including Permissive Travel). (See [Table 4.1.](#)). Charge leave for all excess travel time (any days not included in the constructed schedule or days not categorized as permissive travel time. (See [Table 4.2.](#)).

4.4.2.1. Constructed schedule includes travel by POC if the cost is less than TR. Exceptions to charging leave may be made when duty is performed for the majority of a day on the departure day or arrival day at the PDS or when the departure day from the PDS is a non-duty day.

4.4.2.2. Permissive travel in conjunction with funded TDYs, where the permissive travel is taken either prior to or after completing the funded TDY, does not negate the travel entitlement to the funded TDY location. Travel allowances are properly payable for direct travel from the PDS to funded TDY locations(s) and return to the PDS. (See AFI 36-3003)

4.4.3. Leave During TDY:

4.4.3.1. The TDY unit controls and reports through its servicing FSO, leave taken during a TDY period that involves departure from and return to the TDY station. The member should attach a copy of each AF Form 988, Leave Request/Authorization, issued during TDY to the travel voucher.

4.4.3.2. Leave taken at a TDY point and reported by the TDY FSO appears on the by-others transaction portion of the JDC listing UH099CA11. (See DFAS-DEM 7073-1). Obtain a copy of the listing from the customer support section and check for possible leave (SB) transactions.

4.4.3.2.1. If the voucher has been paid, verify that no per diem was paid during the leave period and contact the member if the data is questionable. If per diem was erroneously paid while in leave status, take collection action.

4.4.3.2.2. If the voucher has not been paid, suspense the listing until the member's estimated TDY return date to compare it with the voucher before settlement to ensure no per diem is paid while in leave status. Continue to suspense this listing until a voucher is filed.

4.4.3.3. Leave taken at the PDS before or after the TDY is not to be included in the orders. If orders erroneously authorize leave at the PDS, Customer Support must advise the Commander Support Staff to take appropriate action.

4.4.3.4. Passes During TDY. Passes cannot be used for additional travel time. Passes must start and end at the same location according to AFI 36-3003.

4.4.3.5. Return to PDS from TDY for Personal Reasons. (JFTR, par. U4130). Members who voluntarily return to the PDS between TDY locations are charged leave, except non-duty days, for any days not involved in the constructed travel schedule between TDY points. **Note:** Members who return to the PDS/home on a special pass (See AFI 36-3003) are returning to PDS for personal reasons.

4.4.3.6. Travel from TDY Station during Downtime. (JFTR, par. U4130). Members on TDY often find themselves in the situation where training or duty is interrupted. An example of this status is during the Christmas/New Years holiday season. For employee's guidance see par. 10.2. of this instruction.

4.4.3.6.1. When a member returns to the PDS to perform duty, allowances prescribed in JFTR, par. U4130 are authorized. If the member is not directed to return home; therefore, the conditions under return to PDS for personal reason applies. **Note:** The PDS commander must approve return to the PDS to perform duty. A statement from the PDS commander must be attached to the travel claim.

4.4.3.6.2. Members remaining at the TDY location continue with TDY allowances.

4.4.3.6.3. Members returning to the PDS in a leave status or who take leave at a location other than the PDS (to include convalescent leave) are not entitled to per diem or transportation, JFTR, par U4102-B. This paragraph does not apply to return to the PDS for personal reasons when not in a leave status. Normal rules for charging leave apply. The TDY unit charges the leave.

**4.5. Permissive Travel Time.** Air Force policy allows permissive travel time to be granted to members authorized to travel by POC for personal convenience on a funded TDY of 16 calendar days or more, as stated on the order, at one location and the member is not reimbursed actual travel costs according to JFTR, par. U3310, and **Chapter 4**, par. 4.4. of this instruction. To compute the number of permissive travel days granted, subtract the number of constructed travel days from the lesser of the actual travel days used or the number of authorized travel days (350 miles per day, JFTR, par. U3305-C). (See **Figure 4.4.**). (**Example:**  $1000 \text{ miles} / 350 = 3 \text{ days}$  authorized by POC: actual travel days used is greater than authorized; member is authorized 3 days (1 constructed, 2 permissive); any excess travel days are charged as leave). Permissive travel time is not authorized when a directed transportation mode is available but not used. Additional per diem or actual expense is not authorized for days categorized as permissive travel time. WHEN THE ORDER-ISSUING OFFICIAL AUTHORIZES TRAVEL BY POC FOR PERSONAL CONVENIENCE IN TDY ORDERS, AN ADDITIONAL STATEMENT SPECIFICALLY AUTHORIZING PERMISSIVE TRAVEL TIME IS NOT REQUIRED. A member, who originally met the 16-calendar day criterion, cannot be denied permissive travel time when the TDY is curtailed before the 16-calendar day period is met. When a member's original TDY is less than 16 calendar days and after travel commences, the TDY is extended to 16 or more calendar days, permissive travel time is not authorized.

**4.6. Inpatient Authorized to Subsist Out.** (JFTR, par. U7125-D) (See **Figure 4.5.**).

**4.7. Field Duty.** (JFTR, par. U4102-L).

4.7.1. A member on field duty (See Glossary of Terms) is not entitled to per diem except under conditions described in JFTR, par. U4102-L.

4.7.2. Issuance of Non-Field Duty Certificate. Members on field duty who have one of the exceptions provided in JFTR, par. U4102-L, are required to obtain non-field duty certificates from the appropriate official to support payment of per diem. AF Form 2282, Statement of Adverse Effect-Use of Government Facilities, DD 1351-5, Government Quarters and Meals, or a memo approved by the TDY site Commander (or designee) may be used to support reimbursement of occasional meals actually

purchased. See JFTR, pars. U4102-L and U4510. **Note:** Reimbursement is based on actual expense (See JTFR, par. U4510-B2). If no funds are expended, there is no reimbursement. Reimbursement must not exceed the PMR. The incidental expense portion is not payable see JFTR, par. U4510-B2. For civilian employees see JTR, par. C4554-D.

**4.8. TDY Travel Involving International Dateline.** (JFTR, par. U4115 and JTR, par. C4553-E). In computing per diem where the international dateline is involved, the computation is based on actual elapsed time rather than calendar days. (See 39 Comp. Gen. 853 (1960)). (See [Figure 4.6.](#)).

**4.9. Actual Expense Allowance (AEA).** (JFTR, Chapter 4, Part C and JTR, Chapter 4, Part M). Applicable approval authority is in JFTR and JTR, Appendix L. Information to be included in request is located in JFTR, par. U4215-F and JTR, par. C4603-F.

4.9.1. AEA claims over 150% not to exceed 300%. Follow the format in JFTR, par. U4215-F and JTR, par. C4603-F. Before a claim can be forwarded for consideration, the traveler must first obtain approval from the lower level AEA approval official (wing commander or equivalent or delegated to group commander). Tenant Units or Detachments have the discretion to staff their AEA requests to the host Wing Commander or their own Wing Commander/MAJCOM. The claim can be denied at that level of authority. In such cases, the claim will not be forwarded to a higher level for further consideration.

4.9.1.1. Air Force policy requires the following additional information on AEA claims: allowed costs, actual costs, difference in costs, summary of efforts made to secure lodging within established per diem rates--to include list of lodging facilities contacted and complete explanation of the circumstances that warranted the request. **Note:** Claims are limited to significant circumstances beyond the traveler's control; e.g., natural disasters or major events or conferences that have affected all the lodging facilities in an area. Travelers are responsible for ensuring travel arrangements are made within the prescribed per diem rates. Lack of knowledge of prescribed rates is not justification for an AEA claim over 150% of the prescribed per diem rates.

4.9.1.2. For cases forwarded to higher headquarters for approval/disapproval, the authority listed in JFTR/JTR, Appendix L is the final authority.

4.9.1.3. The AEA authority may not be used as a blanket authority. It must be used only on an individual trip basis, and only after appropriate consideration is given to the facts existing in each case at the time travel is directed and performed. This does not prevent AEAs for groups or conferences under JFTR, par. U4215-B and JTR, par. C4603-B.

4.9.1.4. Conference Lodging. See JFTR, Chapter 2, Part G and JTR, Chapter 4, Part S.

#### **4.10. Availability and Use of Government Quarters.**

4.10.1. Members who perform TDY of 24 hours or less at a military installation are encouraged to use available government quarters to the maximum extent possible. Per diem cannot be reduced if a member does not use government facilities when the duration of TDY or delay is less than 24 hours, even though the travel order directs use of such facilities (JFTR, par. U1045-B4). A member whose original delay was 24 hours or less, and is extended at the location (to include circumstances beyond their control), reverts to the rule for members TDY for more than 24 hours and must use available government facilities, unless the government quarters use would have adversely affected mission per-

formance. If a member voluntarily uses quarters at a nearby military installation, use of available messing facilities does not reduce per diem entitlement (JFTR, pars. U4125, U4400 and U1045). For non-availability documentation, see JFTR, par. U1045-C.

4.10.2. For civilian employees see JTR, par. C1055.

**4.11. Changes to Selected Meal Options.** The order-issuing official is responsible for selecting the appropriate meal option prior to preparation of the TDY orders. However, there may be circumstances where the meal option selected turns out to be inappropriate and, in these cases, the order-issuing official may change the meal option. It is important to remember a meal option resulting in a reduced entitlement cannot be made retroactive with the exception of a deductible meal. (See JFTR, par. U4165 for rule).

4.11.1. Meal option changes that result in an increased per diem rate. The order-issuing official selects the meal option based on the mission and information available <http://www.dtic.mil/perdiem/lodging.html> (AFMAN 34-255) when the TDY order is being prepared. If, at any point, it is determined that the meal option selected was insufficient (increased only), it may be changed to reflect the proper meal option. This is based on the non-availability of meals (missed meals). Example: The traveler's order states government dining facility is directed; however, due to the work schedule the traveler misses a meal. Upon return, the order-issuing official would annotate the order with the appropriate meal option, in this case the proportional meal rate. If the member is deployed in support of a Joint Task Force (JTF), missed meals are tracked using the AF Form 2282, Statement of Adverse Effect. The deployed commander or designee approves non-availability of directed meals. The member submits this information when filing the travel voucher. **Note:** Only the tasking headquarters can change meal options for members deployed in support of a JTF operation. Local order-issuing officials cannot dictate a meal option different than the tasking message. This does not preclude use of the AF Form 2282 when appropriate signatures are obtained.

4.11.2. Meal option change that results in a decreased per diem rate. The order-issuing official selects the meal option based on the mission and information available when the TDY order is being prepared. If, during the TDY, a different meal option becomes applicable, the order-issuing official may direct a new meal option using a current or future effective date. The TDY order is annotated with the new direction and effective date. **Example:** The order-issuing official authorizes the locality rate, due to the non-availability of a dining facility at the TDY location. The order-issuing official is notified that the dining facility is now available. Using this information and a review of the mission requirements, the order-issuing official could decide to direct the member to use the government dining facility. If the order-issuing official determines the government dining facility would meet the mission requirements, the TDY traveler would be briefed that government meals are available and directed and the Government Meal Rate (GMR) will become effective on a current date or future date. Upon return, the order-issuing official would annotate the order with the appropriate directed meal option and date directed. It is important to remember that the meal option cannot be changed to reflect a **RETROACTIVE DECREASE** in entitlement. **Example:** Member's TDY order is silent on meal direction. Upon return from TDY, the order-issuing official states the order was prepared incorrectly and the member should have been directed to use the government dining facility. The member would still be entitled to the locality meal rate since travel has been completed and the change required would result in a retroactive reduction.

4.11.3. TDY members who are directed to use government dining facility and quarters: If the TDY member is unable to occupy government quarters at the TDY installation due to non-availability, they

are entitled to the full locality per diem rate for the TDY area. The order-issuing official cannot direct members quartered off-installation to use the government dining facility at the TDY installation, as it is not available.

**4.12. Members on TDY with a Joint Task Force.** (JFTR, par. U4800). Travel and transportation allowances, to include per diem options, are determined by the Combatant Commander or JTF Commander and published in the tasking messages. The Combatant Commander or JTF Commander can change travel and transportation allowances. Local deployment commanders do not have the authority to change tasking guidance without approval of the Combatant Commander or JTF Commander. Prior to travel payment, all tasking messages must be reviewed.

**4.13. Communication Services.** (JFTR, par. U4505 or JTR, par. C4706).

**4.14. Reimbursement for Charges Connected to ATM Withdrawals.** (DoDFMR Volume 9, Chapter 3, JFTR, par. U4520-A2 and JTR, par. C4709-A2).

**4.15. Registration Fees.** (JFTR, par. U4535 and JTR, par. C4955-E). Registration fee reimbursement is authorized/approved when such fees are a condition for attendance. See AFI 65-601, Volume 1, Chapter 4, for rules on registration fees. The authorization or approval for payment of registration fees is a function of the order-issuing official.

4.15.1. While TDY or outside Limits of PDS:

4.15.1.1. Meals. Payment of a registration fee, which includes the cost of one or two meals, requires payment of proportional per diem in accordance with the JFTR, par. U4165 and JTR, par. C4554-B2. There is no deduction made to the M&IE allowance for light refreshments furnished at nominal or no cost (JFTR, par. U2550-O and JTR, par. C4955-E4).

4.15.1.2. Quarters. If registration fees include the lodging cost, the lodging portion of per diem is zero for the applicable day(s).

4.15.2. At the PDS. As no per diem is payable during attendance at these meetings, no adjustment is required from authorized registration fees.

**4.16. Service Charges for Cancelled Airline Reservations or Tickets.** (JFTR, par. U4539 and JTR, par. C4710). See [Chapter 3](#) of this instruction on service charge reimbursement.

**4.17. Other Miscellaneous Expenses.** (JFTR, Chapter 4, Part F and JTR, Chapter 4, Part O).

**Table 4.1. TDY Travel Time and Leave Determination (Round Trip TDY).**

R U L E	A	B (note 2)	C (note 1)
	If TDY travel is performed by	Then the allowable travel time is	And leave is
1	Government conveyance	The actual time used to perform the travel	Not charged unless the member delays for own convenience.
2	Common carrier (land or air) by TR or by mode directed in the orders		
3	POC authorized in the orders as advantageous to the government	Determined by dividing the official distance (note 1) between the authorized points by 350 miles. (A fraction of 350 miles which is 51 miles or more is credited as one day; a fraction less than 51 miles is dropped) (notes 4 and 6)	Charged for any day, from departure day to arrival day, that is not determined to be a duty or travel day.
4	POC permitted in the orders for the convenience of the member (note 5)	Based on the schedules of available air or surface common carrier facilities that most nearly coincide with the requirements of the orders; thus, allowable travel time is based on when member could have departed, arrived, and returned by common carrier means (constructed travel is explained in par. 4.3.) (notes 3, 4, 5, & 6)	
5	Common carrier (land or air) at member's expense		

**NOTES:**

1. The TDY unit commander, through the servicing FSO, reports leave taken while at a TDY point. These leave periods are shown on the travel voucher for control purposes, but are not reported on AF Form 985, Report of Travel/Time (DJMS).
2. A member is entitled to per diem for allowable travel time necessary to perform the directed travel; therefore, leave is not charged for any day for which some per diem is payable. To determine duty status for the departure day from or arrival at PDS when not an allowable travel day, see [Table 4.2](#).
3. The actual travel time is the allowable travel time. See par. [4.4.2](#).

4. When actual travel time is less than the allowable travel time computed, the actual travel time is the allowable.
5. Travel days not covered by notes 2 and 3 can be categorized as permissive travel time per par. 4.5.
6. For employees' guidance, see JTR.

**Table 4.2. TDY Travel Duty Status Determination for Departure Day from and Arrival at PDS when not involved in Allowable Travel Time.**

R U L E	A	B	C	D	E
	If the member	And performed duty for a majority of the day	On a nonduty day	Then duty status is	And leave is chargeable
1	Departs	Yes	N/A	Duty	Following day
2	Departs	No	N/A	Leave	Same day
3	Departs	N/A	Yes	Duty	Following day
4	Returns	Yes	N/A	Duty	Preceding day
5	Returns	No	N/A	Leave	Same day
6	Returns	N/A	Yes	Leave	Same day



**Figure 4.1. Example of TDY Travel by POC when Determined Advantageous to the Government.****Facts:**

1. Authorized TDY period not including travel time is 10-21 May.
2. Duty status at the TDY location ends 20 May.
3. Mileage Denver to Offutt AFB = 456 miles.
4. Member performs duty at home station on 22 May; no duty performed 9 May.
5. Member is the POC owner/operator.
6. AO directed use of Government dining facility for all meals; Government quarters utilized at \$14 per night.
7. Offutt: Max Lodging \$55, M&IE \$30, total \$85.
8. Lodging cost at Limon, CO is \$40
9. Limon, CO: Max Lodging \$55, M&IE \$30, total \$85.

**Itinerary:**

09 May	Dep	Denver, CO	PA		
09 May	Arr	Offutt AFB, NE		TD	\$168
21 May	Dep	Offutt AFB, NE	PA		
21 May	Arr	Limon, CO		AD	\$40
22 May	Dep	Limon, CO	PA		
22 May	Arr	Denver, CO		MC	

**Computation:**

09 May-Per diem for actual travel time (actual travel time is less than authorized travel time):  $75\% \text{ of } \$30.00 + \$14.00 = \$36.50$

10-20 May--TDY, pay per diem:  $11 @ (10.10 + \$14.00) = \$265.10$

21 May—Travel time, pay per diem (Travel time computed per JFTR, par. U5160-B.)  
Per diem for actual travel time  $@ \$30 + 40 = \$ 70.00$

22 May—Travel day. Pay  $75\% \text{ of } 30.00 = \$ 22.50$

<b>TOTAL PER DIEM PAYABLE</b>		<b>\$394.10</b>
<b>ROUND TRIP MILEAGE</b>	<b>456 @ .36 X 2 (roundtrip)</b>	<b>\$328.32</b>
<b>TOTAL DUE</b>		<b>\$722.42</b>



**Figure 4.2. TDY Travel by POC when not Advantageous to the Government.****FACTS:**

1. Authorized TDY period to include travel time 2-10 April (no reporting instructions).
2. No duty performed on 2, or 15 April.
3. Duty status at TDY point started 0730 on Monday 5 April and ended at 1630 Friday 09 April.
4. Mileage Denver to Scott AFB = 900 miles.
5. Constructed airline schedules:

04 Apr	Dep
	Arr
10 Apr	Dep
	Arr

6. Member is the POC owner/operator.
7. All Government meals directed and Government quarters utilized at \$14 per night at Scott.

Per Diem Rates	Max Lodging	M & IE	P/D
Salina	\$55	\$30	\$85
Jefferson City	\$55	\$30	\$85
Scott	\$55	\$30	\$85
Topeka	\$55	\$30	\$85

8. Commercial lodging obtained at Salina, KS \$42 per night, Jefferson City, MO \$40 per night.

**Itinerary:**

2 Apr	Dep	Denver, CO	PA	
2 Apr	Arr	Salina, KS		AD \$42
3 Apr	Dep	Salina, KS	PA	
3 Apr	Arr	Jefferson City, MO		AD \$40
4 Apr	Dep	Jefferson City, MO	PA	

4 Apr	Arr	Scott AFB, IL	TD	\$70
9 Apr	Dep	Scott AFB, IL	PA	
10 Apr	Arr	Jefferson City, MO	AD	\$40
10 Apr	Dep	Jefferson City, MO	PA	
10 Apr	Arr	Topeka, KS	AD	\$00
15 Apr	Dep	Topeka, KS	PA	
15 Apr	Arr	Denver, CO	MC	

### Computations:

**Constructed Transportation Costs:** TR cost from Denver--St Louis--Denver (\$370) (as provided in TDY order) and constructed taxi fare costs from Denver to Denver International Airport, St Louis-Scott and return (\$66). Total Transportation Cost \$436.

### 2-3 APR--Days of leave

**Computation of Leg--Denver to Scott AFB (see note):**

**04 Apr--Per diem is payable for the constructed schedule times including time necessary for travel to and from the applicable terminals. 75% of \$30 + \$14=\$36.50**

**Constructed transportation cost (TR and Taxi) \$218.00**

**Total Constructed Cost--Denver to Scott AFB \$254.50**

**Stationary day at Scott AFB (not used for comparison)**

**05-08 Apr--Per diem is payable 4 @ (\$10.10 + \$14) = \$ 96.40**

**Computation of Leg--Scott AFB to Denver (see note):**

**9 Apr--Per diem is payable as if member had remained (include night's lodging cost)  
\$10.10 + \$14 = \$ 24.10**

**10 Apr--Per diem is payable for the constructed schedule time including time necessary for travel to and from applicable terminals. 75% of \$30 = \$ 22.50**

**Constructed transportation cost (TR and Taxi) \$218.00**

**Total Constructed Cost--Scott AFB to Denver, CO \$264.60**

### 11-15 Apr--Days of leave

**TOTAL PER DIEM =\$179.50**

**CONSTRUCTED TRANSPORTATION COSTS =\$436.00**

**TOTAL CONSTRUCTED COST =\$615.50**

2 Apr	75% of \$30 (Salina M&IE) + \$42 = \$ 64.50
3 Apr	\$30 (Jefferson City M&IE) + \$40 = \$ 70.00
4 Apr \$	30 + \$14 = \$ 44.00
Mileage	Denver to Scott 900 miles@ .36 = \$324.00
Actual Cost--Denver to Scott AFB	\$502.50

<b>9 Apr</b>	<b>\$30 (Jefferson City M&amp;IE) + \$40 = \$ 70.00</b>
<b>10 Apr</b>	<b>\$30 (Topeka, KS M&amp;IE) + \$0 lodging = \$ 30.00</b>
<b>11 Apr</b>	<b>75% of \$30 = \$ 22.50</b>
<b>Mileage</b>	<b>(Scott to Denver) 900 miles @.36 = \$324.00</b>
<b>Actual Cost—Scott to Denver</b>	<b>\$446.50</b>
<b>12-15 Apr Leave</b>	

**Note: A separate cost comparison is done for each leg of the journey, i.e., one comparison for Denver to Scott AFB and a separate comparison for Scott AFB to Denver.**

**Figure 4.3. Travel Using Mixed Modes.****Facts:**

1. Washington DC is not for alternate terminal consideration.
2. Travel performed as not more advantageous to the government.
3. POC mileage from Langley is 169 miles (1 day travel authorized).
4. CP from Washington-Los Angeles equals 1 day of travel authorized.
5. Duty performed until 1600, 7 June.
6. No duty performed on 1 or 8 June.
7. Constructed schedule for per diem is: dep PDS 3 June; arrive TDY: dep TDY 8 June; return PDS.
8. Member is the POC owner/operator.
9. Member's actual transportation cost from Washington-Los Angeles is \$300 round trip.
10. Round trip TR cost of \$480 for travel from Langley to Los Angeles. Constructed taxi fare costs from Langley to airport and return is \$30. Costs for taxi from airport to hotel in Los Angeles and return are actual costs.

<b>Per Diem Rates:</b>	<b>Max Lodging</b>	<b>M&amp;IE</b>	<b>MAX</b>
<b>Los Angeles</b>	<b>\$99</b>	<b>\$46</b>	<b>\$145</b>
<b>Washington DC</b>	<b>\$119</b>	<b>\$46</b>	<b>\$165</b>

**Member incurred no cost for lodging in DC; \$80 per night in LA**

**Itinerary:**

<b>01 Jun</b>	<b>Dep</b>	<b>Langley AFB, VA</b>	<b>PA</b>		
<b>01 Jun</b>	<b>Arr</b>	<b>Washington DC</b>		<b>AD</b>	<b>\$0</b>
<b>03 Jun</b>	<b>Dep</b>	<b>Washington DC</b>	<b>CP</b>		
<b>03 Jun</b>	<b>Arr</b>	<b>Los Angeles, CA</b>		<b>TD</b>	<b>\$400</b>
<b>08 Jun</b>	<b>Dep</b>	<b>Los Angeles, CA</b>	<b>CP</b>		
<b>08 Jun</b>	<b>Arr</b>	<b>Washington DC</b>		<b>AD</b>	<b>\$0</b>
<b>08 Jun</b>	<b>Dep</b>	<b>Washington DC</b>	<b>PA</b>		
<b>08 Jun</b>	<b>Arr</b>	<b>Langley AFB, VA</b>		<b>MC</b>	

**Computation:****Per Diem**

**Actual: 1 Jun Per diem (2 authorized travel days) 75% of \$46 = \$ 34.50**

**2 Jun 1 @ \$46 = \$ 46.00**

**3 Jun = Arrival day at the TDY point; per diem payable.**

**\$46 + \$80 = \$126.00**

**4-7 Jun = Per diem for TDY 4 @ (\$46 + \$80) = \$504.00**

**8 Jun = Per diem-actual travel for 8 Jun is less than authorized travel time (2 days) - pay actual.**

**75% @ \$46 (M&IE of last TDY point -LA) = \$ 34.50**

**Commercial air cost Washington-LA-Washington \$300.00**

**Mileage 169 miles at \$.36 cents per mile X 2 \$121.68**

**TOTAL \$1,166.88**

**Constructed:**

**3 Jun (75% of \$46) + \$80 = \$114.50**

**4-7 Jun (4 @ \$46 + \$80) = \$504.00**

**8 Jun (75% of \$46) = \$ 34.50**

**Round trip TR cost Langley to LA \$480.00**

**Constructed taxi fare cost Langley to airport and return \$ 30.00**

**TOTAL \$1,163.00**

**Pay the actual (\$1,166.88) NTE the constructed (\$1,163.00).**

**Pay constructed \$1,163.00**

**(Ref JFTR, par. U4340 and U3310-B)**

**Figure 4.4. TDY Travel by POC when not Advantageous to the Government and Actual Cost Exceeds Constructed Government Cost**

**FACTS:**

1. Authorized TDY period is 4-19 Sep (16 days) report NLT 1600 hrs on 4 Sep.
2. No duty performed on 2 or 21 Sep.
3. Duty Status at TDY point ended at 1700 hrs on 18 Sep.
4. Mileage Denver to MT Home AFB - 778 miles.
5. Member is the POC owner/operator.
6. All Government meals are directed at MT Home AFB.
7. Government quarters utilized at MT Home AFB for \$5.00 a night.

Per Diem Rates	Max Lodging	M&IE	Max
Rock Springs, WY	\$55	\$30	\$85
Salt Lake City, UT	\$75	\$30	\$105
Mt Home AFB, ID	\$55	\$30	\$85

**Actual Itinerary:**

02 Sep	Dep	Denver, CO	PA		
02 Sep	Arr	Rock Springs, WY		AD	\$30
03 Sep	Dep	Rock Springs, WY	PA		
03 Sep	Arr	Salt Lake City, UT		AD	\$60
04 Sep	Dep	Salt Lake City, UT	PA		
04 Sep	Arr	Mt Home AFB, ID		TD	\$75
19 Sep	Dep	Mt Home AFB, ID	PA		
19 Sep	Arr	Salt Lake City, UT		AD	\$60
20 Sep	Dep	Salt Lake City, UT	PA		
20 Sep	Arr	Rock Springs, WY		AD	\$30
21 Sep	Dep	Rock Springs, WY	PA		
21 Sep	Arr	Denver, CO		MC	

**Actual Costs:**

2 Sep	75% of \$30 (M&IE) + \$30 (lodging)	= \$ 52.50
3 Sep	\$30 + \$60	= \$ 90.00
4 Sep	\$30 + \$ 5	= \$ 35.00
5-18 Sep	14 @ (\$10.10 + \$ 5)	= \$ 211.40
19 Sep	\$30 + \$60	= \$ 90.00
20 Sep	\$30 + \$30	= \$ 60.00
21 Sep	75% of \$30	= \$ 22.50
	<b>Total Per Diem</b>	<b>= \$ 561.40</b>
	<b>Mileage Cost 778 miles @ .36 X 2(RT)</b>	<b>= \$ 560.16</b>
	<b>Total Actual Cost</b>	<b>= \$1,121.56</b>

**Constructed Airline Schedules:**

04 Sep	Dep
	Arr
19 Sep	Dep
	Arr

**Constructed Costs: TR cost from Denver to Boise to Denver (\$412) (as provided in TDY order) and constructed taxi fare costs from Home to airport; Boise to MT Home and return (\$100).**

**4 Sep-Per diem is payable for the constructed schedule times including time necessary for travel to and from the applicable terminals.**

**Pay 75% of \$30 + \$5 = \$ 27.50**

**5-18 Sep-Per diem is payable 14 days @ (\$10.10 + \$5) = \$211.40**

**19 Sep-Per diem is payable for the constructed schedule time including time necessary for travel to and from applicable terminals.**

**75% of \$30.00 = \$ 22.50**

<b>Total Per Diem</b>	<b>= \$261.40</b>
<b>Total Transportation Cost</b>	<b>= \$512.00</b>
<b>Total Constructed Cost</b>	<b>= \$773.40</b>

**Pay actual costs NTE constructed costs. Pay \$773.40**

**Travel Time/Leave Computation (See note 2)**

<b>02 Sep</b>	<b>Permissive travel time</b>
<b>03 Sep</b>	<b>Permissive travel time</b>
<b>04 Sep</b>	<b>Constructed travel time</b>
<b>19 Sep</b>	<b>Constructed travel time</b>
<b>20 Sep</b>	<b>Permissive travel time</b>
<b>21 Sep</b>	<b>Permissive travel time</b>

**Notes:**

- 1. Travel time for Actual Cost is limited to the lesser of actual travel time used or allowable travel time at 350 miles per day (JFTR, par. U3310-A).**
- 2. Permissive travel time is based upon subtracting the number of constructed travel days from the lesser of the actual travel days used or the number of authorized travel days (350 miles per day).**



**Figure 4.5. Example of Inpatient TDY when Subsisting Out.****Facts:**

- 1. Member arrives TDY as an inpatient at Wilford Hall Medical Center, Lackland AFB, TX on 25 Jan.**
- 2. Per diem rate \$85, \$30 M&IE rate, \$55 maximum lodging.**
- 3. Government quarters at \$11.00 per night and all meals are available.**
- 4. Member in subsisting out status 1 Feb 0800 through 10 Feb 1700. (Administrative statement from the hospital required)**

**Computation:**

<b>25 Jan</b>	<b>75% of \$30</b>	<b>= \$ 22.50</b>
<b>26-31 Jan</b>	<b>Inpatient status-no per diem</b>	<b>= \$ 0.00</b>
<b>1 Feb</b>	<b>(full M&amp;IE)-proportional meal allowance because breakfast provided in hospital prior to release to subsist out status \$20 + \$11 (gov't quarters)</b>	<b>= \$ 31.00</b>
<b>2-9 Feb</b>	<b>8 @ (\$10.10 + \$11)</b>	<b>= \$168.80</b>
<b>10 Feb</b>	<b>\$30 (proportional \$20 M&amp;IE since dinner provided in hospital after return from subsist out status)</b>	<b>= \$ 20.00</b>
<b>11-15 Feb</b>	<b>Inpatient status-no per diem</b>	<b>= \$ 0.00</b>
<b>16 Feb</b>	<b>75% of \$30.00</b>	<b>= \$ 22.50</b>
<b>Total</b>		<b>= \$264.80</b>

**Figure 4.6. Example of Travel Time/Per Diem Payable when Traveling over the International Date Line (IDL).**

**Facts:**

- 1. Kyoto, Japan: Max Lodging \$138; M&IE \$101; Total \$239.**
- 2. Lodging cost \$100 per night.**

**Itinerary:**

<b>01 Jun</b>	<b>Dep</b>	<b>Nellis AFB, NV</b>	<b>GP</b>		
<b>03 Jun</b>	<b>Arr</b>	<b>Kyoto, Japan</b>		<b>TD</b>	<b>\$200</b>
<b>05 Jun</b>	<b>Dep</b>	<b>Kyoto, Japan</b>	<b>GP</b>		
<b>05 Jun</b>	<b>Arr</b>	<b>Nellis AFB, NV</b>		<b>MC</b>	

**Computation:**

<b>01-02 Jun</b>	<b>Per diem * (traveling over midnight-destination rate): 75% of \$101</b>	<b>= \$ 75.75</b>
<b>03 Jun</b>	<b>Arrival day \$101 + \$100</b>	<b>= \$201.00</b>
<b>04 Jun</b>	<b>Stationary day \$101 + \$100</b>	<b>= \$201.00</b>
<b>05 Jun</b>	<b>Per diem * (traveling over midnight-last TDY point-Kyoto, Japan)</b>	<b>= \$101.00</b>
<b>05 Jun</b>	<b>Per diem * (return to permanent station-last TDY point-Kyoto, Japan) 75% of \$101</b>	<b>= \$ 75.75</b>
	<b>Total</b>	<b>= \$645.50</b>

**Payable according to JFTR, par. U4115 and JTR, par. C4553-E.**

Figure 4.7. Sample AF Form 2282, Statement of Adverse Effect – Use of Government Facilities.

STATEMENT OF ADVERSE EFFECT - USE OF GOVERNMENT FACILITIES															
(See reverse for Privacy Act information and instructions. Complete with ink, ball point pen, or typewriter. Applicable to periods in excess of 24 hours)															
NAME, SSAN, & GRADE OF TRAVELER				ISSUING ORGANIZATION AND STATION				DATE(S) OF ORDER				TRAVEL ORDER NO.			
Smith, John A. 000-00-0000 E-7				460th Communication Squadron Buckley AFB, CO 80011				01 Sep XX				TE-0001			
I NON-USE OF GOVERNMENT QUARTERS															
DATE	LOCATION	DATE	LOCATION	DATE	LOCATION	DATE	LOCATION	DATE	LOCATION	DATE	LOCATION	DATE	LOCATION	DATE	LOCATION
20030916	Scott AFB, IL														
20030917	Scott AFB, IL														
20030919	McGuire AFB, NJ														
II NON-USE OF GOVERNMENT MESS/OPEN MESS															
PLACE AN X UNDER APPLICABLE MEAL. ENTER N/A IN ALL UNUSED BLOCKS FOR THE DATE MISSED MEALS ARE CLAIMED.															
DATE	LOCATION	GOVERNMENT MEALS NOT USED			OPEN MESS NOT USED			DATE	LOCATION	GOVERNMENT MEALS NOT USED			OPEN MESS NOT USED		
		M	N	E	M	N	E			M	N	E	M	N	E
20030916	Scott AFB, IL	N/A	N/A	N/A	N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A	N/A
20030917	Scott AFB, IL	N/A	N/A	N/A	N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A	N/A
20030919	McGuire AFB, NJ	N/A	N/A	N/A	N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A	N/A
		N/A	N/A	N/A	N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A	N/A
		N/A	N/A	N/A	N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A	N/A
		N/A	N/A	N/A	N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A	N/A
		N/A	N/A	N/A	N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A	N/A
		N/A	N/A	N/A	N/A	N/A	N/A			N/A	N/A	N/A	N/A	N/A	N/A
JUSTIFICATION (To be completed by traveler. Continue on reverse if necessary. Reverse carbons)															
III STATEMENT OF TRAVELER AND APPROVING OFFICIALS															
Use of commercial facilities was required for proper performance of the assigned mission.															
DATE	TYPED NAME, GRADE OF TRAVELER							SIGNATURE							
20031015	John A. Smith, MSgt, USAF														
Review and concur except as noted.															
DATE	TYPED NAME, GRADE, TITLE OF SQUADRON COMMANDER OR DESIGNEE							SIGNATURE							
20031016	J.A. Doe, Lt Col USAF Deployed Commander														
I certify that the use of Government quarters, meals, and open mess (Officer, NCO and Airman Clubs) as itemized above would have adversely affected the performance of the assigned mission per detailed justification.															
DATE	TYPED NAME, GRADE, TITLE OF ORDERS ISSUING/APPROVING OFFICIAL							SIGNATURE							
20031031	R.A. Millenbah, SSgt, USAF Personnel Readiness Unit														

## Chapter 5

### PERMANENT DUTY TRAVEL FOR MILITARY MEMBERS

#### *Section 5A—Member Travel*

##### **5.1. Travel and Transportation Options. (JFTR, par. U5105).**

5.1.1. Land and Transoceanic Travel Performed on the Same Day. (JFTR, par. U5105-B). A member performing land travel via POC and transoceanic travel on the same day is entitled to lodgings plus per diem and if the owner/operator of the POC, the MALT portion of MALT PLUS per diem.

5.1.2. Mixed Modes of PCS Land Travel. (JFTR, par. U5105-E). When a member travels by mixed modes as defined in JFTR, Volume 1, Appendix A, for an authorized leg of the journey, total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any government procured transportation used for a portion of the journey. (**Note:** Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the MALT PLUS results in a negative amount.)

##### **5.2. En Route Temporary Duty (TDY).**

5.2.1. General. (JFTR, par. U5113). When PCS orders direct TDY after departure from the old permanent duty station (PDS), but before arriving at the new PDS, a member is authorized per diem IAW JFTR, Chapter 4. Compute travels time as if each leg of the travel were a separate PCS.

5.2.2. Authorized Reporting Time. Follow the instructions in **Chapter 4** of this instruction to determine authorized reporting time and date. The authorized reporting date is a day of duty and lodgings plus per diem is payable. When the departure day is a day of duty lodgings plus per diem is payable unless needed to pay MALT PLUS per diem.

5.2.3. TDY at or Near Old or New PDS. (JFTR, par. U5120-D). The Air Force does not authorize placement of members on TDY under these conditions. This TDY must be performed before departure from the old PDS or after arrival at the new PDS (AFI 36-2110, par. 4.6.4.1). If a member performs TDY to a new PDS (PCS order published) prior to departing in a PCS status, TDY allowances are properly payable if the member returns to the old PDS prior to departure and performs regularly assigned duties. If the member's return is solely for out-processing, with no other duty performed, TDY allowances are not payable (AFI 36-2110, par. 4.6.4.2.1. and Comp Gen. B-216465, 22 May 1985).

5.2.4. Members who arrive at their new PDS and require additional training at the same PDS prior to assuming their new duties cannot receive per diem. (JFTR, par. U4102-D).

**5.3. Enlistment, Reenlistment, or Induction.** (JFTR, par. U5108-C). It is Air Force policy that members whose first assignment is for basic training, indoctrination, or processing are furnished transportation in kind and meal tickets (MTs). If available transportation or MTs are not used, no reimbursement is authorized. If transportation and MTs are not available, the member is authorized to travel and transportation allowances, IAW, **Chapter 5**.

**5.4. Travel Via Designated Place.** The allowances prescribed in JFTR, par. U5120-G are authorized to a member who travels via the designated place of dependents when they relocate at Government expense to/from that place incident to the member's PCS to/from an unaccompanied or dependent restricted overseas tour. For computing allowances, use separate legs of travel to/from the designated place (per diem is not payable while at the designated place).

**5.5. Circuitous Travel.** (JFTR, par. 5116-E and AFI 24-101, par. 3.10).

**5.6. Separation/Retirement from the Service or Relief from Active Duty.** (JFTR, par. U5125 and par. U5130). Once a home is selected and allowances have been received, (monetary or in-kind) a member cannot change that selection (the selection is irrevocable).

5.6.1. The MPF determines if airmen and Reserve officers separating at date of separation (DOS) qualify for full travel entitlement and includes this authority in the separation order. HQ AFPC makes the determination for Reserve/Regular officer actions they approve (see AFIs 36-2102 and 36-2110).

5.6.2. A member separating from the service has 6 months from their date of separation to complete travel. A member retiring from the service has 12 months to complete travel. Travel and transportation time limitation extensions (JFTR, par. U5012-I). See Air Force Supplement, JFTR, Volume 1 for Air Force policy for extensions.

**5.7. Allowable Travel Time Computation.** (JFTR, par. U5160).

5.7.1. General. Travel time is computed independently of monetary entitlement.

5.7.2. Orders Canceled, Amended, or Modified. (JFTR, par. U5120-E). Compute allowable travel time for PCS travel between the points for which member was authorized travel allowances. Compute each leg of travel as a separate PCS. The date notified is a duty day.

5.7.3. Allowable Travel Time-Insufficient to Accomplish Required Travel. (JFTR, par. U5160-E). Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the member's control (such as acts of God, restrictions by Government authorities, difficulties in obtaining fuel for POCs or other reasons satisfactory to the member's new commanding officer). The amount of additional travel time authorized may be the actual delay period or a shorter period as determined appropriate by the member's new commanding officer. The explanation of the circumstances, which necessitated the delay, together with the commanding officer's action, must be attached to the voucher.

5.7.3.1. Inconvenience or personal wishes are not a basis for submission of a request.

5.7.4. PCS from Leave Status. If the member is reassigned while in an emergency or ordinary leave status, the leave is cancelled by the losing unit and the entire period, including leave, allowable travel time, and proceed time, is computed by the gaining station.

5.7.5. Travel Time for Separation/Retirement. Separate travel time is not granted. Member may depart PDS on/after start date of permissive TDY/terminal leave.

**5.8. Leave.**

5.8.1. Dates on Travel Vouchers. Use departure and arrival dates as shown on member's travel itinerary to compute allowable travel time, chargeable leave, and proceed time. Member's departure and



arrival dates should coincide with departure and arrival dates to or from PDS or local area, whichever applies or date member is available for duty.

**Examples:**

Member arrives Peterson AFB, CO on Friday and checks into billeting and calls his/her supervisor. Member reports to duty section Monday morning. Arrival date is Friday.

Member arrives F.E. Warren AFB, WY on Monday and checks into billeting. Member reports to duty on Friday. Arrival date is Friday.

5.8.2. Time in Excess of Allowable Travel Time. Charge the time used by a member in excess of the allowable travel time, unless otherwise provided for, against member's leave account.

5.8.3. Departure Day.

5.8.3.1. The departure day from the permanent duty station, regardless of hour, is a day of leave, unless out-processing was required to be performed that day.

5.8.3.2. For TDY en route, the departure day from the TDY station is a day of leave, unless the member performed scheduled duties/out-processing (more than checking out of lodging) before departure.

5.8.4. Arrival Day. The arrival day for duty at a station, regardless of the hour, is a duty day.

5.8.5. A member who is not eligible for dependent travel at government expense but who has been authorized space-available transportation for the dependents to CONUS must be charged leave while awaiting such transportation.

5.8.6. Graduation Leave for Academy Graduates. (AFI 36-3003, par. 14.11.1). Graduates must take and complete graduation leave within three months after the members' graduation and before they report to their first PDSs or ports of embarkation for permanent duty outside the CONUS.

5.8.7. Leave on Separation and Retirement. When member files final settlement voucher for separation and retirement travel, take the following action:

5.8.7.1. If the voucher shows that the member departed the final PDS on or after date of separation (DOS) or retirement (DOR), no leave is chargeable.

5.8.7.2. If the settlement voucher itinerary shows that the member departed the PDS before DOS/DOR:

5.8.7.2.1. Determine if permissive TDY/terminal leave was charged. If the member departed prior to permissive TDY/terminal leave start date, travel-generated leave is chargeable for the excess days. If the member out-processed the duty day prior to start of permissive/terminal leave, allow this day as a day of duty.

**5.9. Ports of Embarkation (POE) and Debarkation (POD).** (JFTR, par. U5160-B).

5.9.1. The authorized reporting time and date at a POE is one day prior to port call. If member arrives early and doesn't obtain a statement authorizing early arrival from personnel or the appropriate support agency, the actual departure day from the POE is the port call date and one day prior to port call is the authorized reporting time. Excess time is charged as leave. Use actual or constructed travel time between permanent duty station (PDS) and POE/POD. For computation of PCS travel and leave, treat POE/POD as TDY en route.

5.9.2. Do not charge leave for the arrival day at POD even though member departs from the port the same day on leave.

#### **5.10. Delay Involving POV Port and POE/POD.**

5.10.1. When non-duty day(s) (weekends and holidays) immediately precedes the port call date and immediately follow the day the POV was delivered for shipment, additional travel time is authorized for the interim non-duty day(s).

5.10.2. When non-duty day(s) immediately follows the arrival day at the POD and immediately precede the day the POV was picked up from the POV port, additional travel time is authorized for the interim non-duty day(s).

5.10.3. MALT PLUS is authorized for the member and dependents (if applicable) for the non-duty day(s) authorized as additional travel time. A commander's approval is not required when travel is accomplished according to par. 5.10.1. or par. 5.10.2. of this instruction.

**5.11. Recruiters' Assistance Program (RAP).** (AFI 36-3003, par. 14.10). Members may be authorized to participate in this program upon graduation from technical school or officer's training school (OTS), and prior to arrival at first PDS for a period not to exceed 12 days. The days are charged as permissive travel.

**5.12. Permissive PCS Travel.** The arrival day at the new PDS is a day of duty. All other time is charged as leave.

**5.13. Proceed Time.** (AFI 36-2102). Members authorized to transportation of dependents and/or shipment of household goods or unaccompanied baggage may be authorized four days of proceed time when being reassigned to or from an unaccompanied or dependent restricted tour. Proceed time is authorized only when members actually relocate their dependents and/or household goods (to include unaccompanied baggage) in conjunction with the unaccompanied tour or dependent restricted tour. It is a four-day period of authorized absence not chargeable to leave or travel time. The time is meant to enable a member to attend to the administrative details involved in a PCS move. If proceed time is authorized, charge the last four days that would have been charged as leave as proceed time. If this is impractical, due to reporting requirements, proceed time may be any four non-travel days between departure day from the old PDS to arrival day at the new PDS. Proceed time is not granted under the following conditions:

5.13.1. Incident to the member's first PCS or,

5.13.2. Incident to separation, release from active duty or retirement.

**5.14. Per Diem Entitlement at Separation Processing Station of Choice (SPBC).** (JFTR, pars. U5125-A3 and U5130-A3).

5.14.1. Applicable to members retiring/separating from OCONUS locations. (AFI 36-3203, par. 2.2).

5.14.2. SPBC is an Air Force base in the United States with an MPF and FSO selected by the retiring/separating member as the base **nearest or most directly en route** to the member's projected HOS/HOR (AFI 36-3203, par. 2.4). The selected destination for HHG shipment should determine the appropriate SPBC. SPBCs selected for high housing allowances or personal travel preferences are not authorized.

**Example:** Member is stationed at Ramstein AB, Germany and is retiring. Member selects Los Angeles AFB, CA as the SPBC. However, the member's HHG government bill of lading states Biloxi, MS. The SPBC should be Keesler AFB, MS.

5.14.3. The SPBC is treated as a TDY location en route to the HOS/HOR. A member is authorized per diem while at the SPBC. Exception: member separates/retires at the SPBC. If the member's HOS/HOR is located within the local area of the SPBC, then per diem is not authorized.

**5.15. Use of More Than Two Privately Owned Conveyance (POC) for PCS, Separation/ Retirement Travel.** (JFTR, par. U5015-B). Use of more than two POCs may be authorized/approved as advantageous in the order or by a statement from the order-issuing/approving official for PCS, separation or retirement travel. Only AFPC can authorize/approve items in par. **5.15.7.** below. If authorization is not stated in the order, the traveler is required to file the original and one copy of the statement with the travel claim. Qualifying factors:

- 5.15.1. More than eight family members travel together by POC, including the member;
- 5.15.2. Because of age or physical condition, a dependent needs special accommodations in one vehicle and second and third vehicles are required for more than five other family members;
- 5.15.3. A member must report to a new duty station in advance of travel by dependents who delay travel for acceptable reasons (such as school term completion, property sale, settlement of personal business affairs, HHG transportation, non-availability of adequate housing at the new duty station) and more than four dependents travel by POC later;
- 5.15.4. More than four dependents travel unaccompanied by POC between authorized points other than those for the member's travel (such as travel to/from a designated place without the member or to the new PDS when the member has TDY en route);
- 5.15.5. More than four dependents travel unaccompanied to the new duty station in advance of the member's reporting date for acceptable reasons (such as to enroll children in school at the beginning of the term or secure housing);
- 5.15.6. More than six family members travel together by POC, including the member, over the ALCAN highway (safety guidelines require extra spare tires, parts, tools, etc.); or
- 5.15.7. Special circumstances not included in **5.15.1.** through **5.15.6.** must be authorized/approved by AFPC.

**NOTE:** The purpose of reimbursing members MALT PLUS per diem is to "move" people not vehicles.

**5.16. PCS Travel Involving Ocean-going Ferries.** (JFTR, par. U5116-C3). For examples of travel involving ocean-going ferries, see **Figure 5.1.** and **Figure 5.2.**

***Section 5B—Dependent Travel (JFTR, Chapter 5, Part C and Appendix A).***

**5.17. General.** Reimbursement for dependent travel is authorized only if travel has been performed with the intent to establish a bona fide residence. (JFTR, par. U5203-B) The reasons listed below are not travel to a bona fide residence:

- 5.17.1. Presumption that a home would be selected,



- 5.17.2. Brief stays to conduct official business,
- 5.17.3. Establishment of legal residence, that is, registers to vote, obtains driver's license, etc., in a particular state unless travel is performed thereto, or
- 5.17.4. Trips involving short visits, to friends, or relatives, and vacations.

**5.18. Dependency Determination.** (JFTR, Appendix A):

- 5.18.1. General. Eligible dependents for travel allowance purposes are defined in JFTR, Appendix A. When a determination on a questionable relationship or dependency has been made, documentation is filed in the FSO management file for future reference (see DFAS-DEM 7073-1). This data is required by administrative personnel to support the issuance of travel orders, and by FSOs in the settlement of travel claims.
- 5.18.2. DFAS-DE Determinations. Dependency determinations are processed by DFAS-PMJPD/DE on referrals and rebuttals submitted by the FSO. DFAS-PMJPD/DE will advise FSOs of approval or disapproval.

**5.19. Monetary Allowance in Lieu of Transportation (MALT) PLUS Per Diem.** (JFTR, pars. U5015 and U5210). The following procedures apply for dependents traveling by POC for the official distance of ordered travel.

- 5.19.1. Concurrent vs. Non-concurrent. Dependents are not traveling concurrently with the member if they travel separately from the member on different routes or at different times. (See [Figure 5.3.](#))

**Example:** Dependents depart three hours after the member departs in a separate POC. They meet at the same location later that day and complete the PCS travel concurrently. This does not constitute non-concurrent travel.

**5.20. Travel and Transportation Involving Old and/or New Non-PDS Location.** (JFTR, par. U5218). Once a member has exercised the right to transportation of dependents to an alternate location, further transportation at government expense is not authorized incident to that PCS even though the alternate location to which dependents travel is a shorter distance than travel between the old and the new station.

**5.21. Student Dependents.** The first travel to the member's new PDS must be accomplished on the member's PCS order.

**Example:** Member is stationed at Hickam AFB, HI and receives orders to Kadena AFB, Japan. Student dependent departs Hickam prior to member's departure on a student dependent travel order in August and starts the fall college term. At Christmas, the dependent travels to Kadena. This travel must be accomplished on the member's PCS order. Travel entitlement is limited to the ordered travel (Hickam to Kadena). The student dependent may be returned to school on student dependent travel orders.

**Section 5C—Household Goods.** (JFTR, Chapter 5, Part D).

**5.22. General.** (JFTR, par. U5300). Air Force household goods (HHG) shipment policy is in AF Supplement/JFTR, Volume 1. Included in this instruction are procedures and approval authorities for extension of separation and retirement limitations.

**5.23. Personally Procured Move (PPM) for Transporting Personal Property.** (Formerly the DITY Move Program). (JFTR, par. U5320-D and JFTR, Vol. 1, Air Force Supplemental, Uniformed Service Personnel).

5.23.1. General. The PPM program was initiated to provide members or next of kin of a deceased member an alternative method of moving HHG while offering a monetary incentive to save government funds. The following conditions apply:

5.23.1.1. The member must have an order authorizing movement of HHG.

5.23.1.2. The member or representative must be counseled by the TMO prior to a PPM.

5.23.1.3. For transoceanic shipments under this program see JFTR, Vol. 1, Air Force Supplemental, Uniformed Service Personnel.

5.23.1.4. PPMs are strictly voluntary.

5.23.2. Impact on Other PCS Entitlements. When the member and/or dependents ride to the destination in the rental vehicle or a POC, which is used for the PPM, they are authorized both the PPM allowances and MALT PLUS per diem for the authorized POCs (including rental vehicles). The rental vehicle or POC, used for the PPM, is one of the two authorized POCs.

5.23.3. Payments. For documentation requirements and procedures, see [Chapter 8](#).

5.23.4. PPM Expenses Exceeding 95 Percent Limitation. When a member incurs PPM expenses that exceed the 95 percent limit, reimbursement is payable for actual expenses NTE Government Constructed Cost.

**5.24. Transportation Services Directly Procured by the Member with a Commercial Company.** (AF Supplement/JFTR, Volume 1). A member or next of kin of a deceased member may ship the member's HHG at personal expense and claim reimbursement for actual cost of shipment NTE the government constructed cost.

**5.25. Services Not Reimbursable:**

5.25.1. Services performed before receipt of orders. (In cases of emergency or of service exigency, when documented by claimant's commander maybe exceptions). A statement from the PCS order-issuing official or designated representative must be used to substantiate reimbursement for a PCS move the member claims to have been advised orders would be issued (JFTR, par. U5330-G).

5.25.2. Storage in transit after the first 90 days when conditions were not beyond control of the member or incident to transportation.

5.25.3. Storage incident to a temporary change of station other than as provided in the JFTR.

5.25.4. Commercial storage when government facilities are available. Claimant is responsible for ascertaining availability of government facilities.

***Section 5D—Transportation of Privately Owned Motor Vehicle (POV).***

**5.26. Policy.** (JFTR, par. U5413). Delivery or pick-up of a POV concurrent with PCS is defined as any vehicle transportation action performed entirely within a separate leg of PCS travel. All other vehicle transportation actions are considered non-concurrent (see [Figure 5.3](#). and [Figure 5.4](#)).

5.26.1. Concurrent. (JFTR, pars. U5413-C, D, and E).

5.26.2. Non-Concurrent. Members are authorized to transportation allowances according to JFTR, par. U5413-B, for transportation of a vehicle to or from a VPC/port by any means (commercial or personally procured). For the purpose of receiving transportation allowances, there are no restrictions as to who may deliver or pick up the vehicle. **Note:** Members are not authorized to government-procured transportation for this travel.

**5.27. Processing Time.** The member is due one day for POV processing at the vehicle port/VPC in addition to the day at the APOD. Normally, per diem is not authorized. MALT PLUS is payable for the additional travel time when authorized delays occur as outlined in par. 5.10. of this instruction.

**5.28. Shipment of POV at Personal Expense.** (JFTR, par. U5425-B).

**5.29. Determination of Vehicle Port/VPC.** (JFTR, par. U5435, and AF Supplement/JFTR, Volume 1). The vehicle port/VPC to which transportation entitlements are authorized is the port nearest the old or new duty station or a port/VPC between the old and new duty station. Contact TMO to determine the appropriate vehicle port/VPC.

**5.30. Restrictions.** (JFTR, par. U5435-B). Travel and transportation allowances are authorized only in connection with the shipment of authorized vehicles. If more than one vehicle is shipped (one at government expense and one or more at personal expense), transportation allowances for delivery/pickup are only authorized for the vehicle shipped at government expense (DD Form 788 or the member's statement accompanied by a copy of the commercial firm's receipt).

***Section 5E—POV Storage when POV Transportation is not Authorized. (JFTR, Chapter 5, Part E, Section 2).***

**5.31. Eligibility.** Members with an effective date of PCS orders of 1 April 1997 or later are eligible for this entitlement.

***Section 5F—Mobile Home Allowance. (JFTR, Chapter 5, Part F).***

**Figure 5.1. Example of PCS Travel via Ocean-going Ferry (CONUS to Alaska).****Facts:**

1. Travel of member, spouse and child under 12.
2. Owner/operator of one POC.
3. Single cost of lodging: Bellingham, WA \$45/Haines, AK \$75

Per Diem Rates	Max Lodging	M&IE	Max
Bellingham, WA (POE)	\$55	\$30	\$85
Haines, AK (POD)	\$80	\$55	\$135

**Mileages:**

From	To	Miles
Peterson AFB, CO	Bellingham, WA	1,487
Haines, AK	Eielson AFB, AK	653

**Itinerary:**

01 Feb	Dep	Peterson AFB, CO	PA		
06 Feb	Arr	Bellingham, WA		AD	\$45
07 Feb	Dep	Bellingham, WA	CV		
10 Feb	Arr	Haines, AK		AD	\$75
11 Feb	Dep	Haines, AK	PA		
13 Feb	Arr	Eielson AFB, AK		MC	

**Computation:**

MALT	Peterson AFB, CO-Bellingham, WA		
	(member and 2 dependents)	1,487 @ .19	=\$ 282.53
MALT	Haines, AK-Eielson AFB, AK		
	(member and 2 dependents)	653 @ .19	=\$ 124.07

**Cost of berth/stateroom and passage on the ferry for member and dependents. (See note 1.)**

<b>Berth/stateroom and passage fee</b>		
<b>(examples only-do not use)</b>	<b>\$341 + \$683</b>	<b>= \$1,024.00</b>

**Per diem for member and dependents for allowable travel time from Peterson AFB to Bellingham, WA (MALT PLUS Per Diem).**

<b>01-05 Feb</b>	<b>Member</b>	<b>5 days @ \$85</b>	<b>= \$ 425.00</b>
	<b>Dependents</b>	<b>5 @ [(75% of \$85) + (50% of \$85)]</b>	<b>= \$ 531.25</b>

**Per diem for member and dependents for arrival day at POE (Bellingham rate).**

<b>06 Feb</b>	<b>Member</b>	<b>\$30 + \$45 (single lodging rate)</b>	<b>= \$ 75.00</b>
	<b>Dependents</b>	<b>(75% of \$75) + (50% of \$75)</b>	<b>= \$ 93.75</b>

**\*Per diem for member and dependent for departure day on the ferry from the POE (Bellingham, WA).**

<b>07 Feb</b>	<b>Member</b>	<b>\$30 (Bellingham rate)</b>	<b>= \$ 30.00</b>
	<b>Dependents</b>	<b>(75% of \$30) + (50% of \$30)</b>	<b>= \$ 37.50</b>

**\*Per diem for member and dependents for travel time on the ferry (highest CONUS M&IE rate).**

<b>8-9 Feb</b>	<b>Member</b>	<b>2 days @ \$50</b>	<b>= \$ 100.00</b>
	<b>Dependents</b>	<b>2 @ [(75% of \$50) + (50% of \$50)]</b>	<b>= \$ 125.00</b>

**Per diem for member and dependents for arrival day at the POD (Haines, AK rate).**

<b>10 Feb</b>	<b>Member</b>	<b>\$55 + \$75 (single lodging rate)</b>	<b>= \$ 130.00</b>
	<b>Dependents</b>	<b>(75% of \$130) + (50% of \$130)</b>	<b>= \$ 162.50</b>

**Per diem for member and dependents for allowable travel time (Haines, AK – Eielson AFB, AK).**

<b>11-12 Feb</b>	<b>Member</b>	<b>2 days @ \$85</b>	<b>= \$ 170.00</b>
	<b>Dependents 2 @ [(75% of \$85) + (50% of \$85)]</b>		<b>= \$ 212.50</b>

**Cost of shipping private conveyance on the ferry (See notes 1-3).**

<b>Ferry Cost (example only-do not use)</b>	<b>= \$ 617.00</b>
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<b>Total cost</b>	<b>= \$4,140.10</b>
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**Notes:**

**1. Cost can be obtained from Alaska Marine Highway System:**

**DSN 317-552-1110 - ask for operator for patch/OFFNET to (907) 272-7116**

**Toll free: 1-800-642-0066**

**Web site: <http://www.dot.state.ak.us/amhs/index.html>**

**Figure 5.2. PCS Travel via Ocean-going Ferry (Alaska to CONUS).****Facts:**

1. Travel of member, spouse, and child under 12.
2. Owner/operator of POC.
3. Single cost of lodging: Haines, AK \$75/Bellingham, WA \$45.

Per Diem Rates	Max Lodging	M&IE	Max
Haines, AK (POE)	\$80	\$55	\$135
Bellingham, WA (POD)	\$55	\$30	\$85

**Mileages:**

From	To	Miles
Eielson AFB, AK	Haines, AK	653
Bellingham, WA	Peterson AFB, CO	1487

**Itinerary:**

01 Feb	Dep	Eielson AFB, AK	PA		
03 Feb	Arr	Haines, AK		AD	\$75
04 Feb	Dep	Haines, AK	CV		
07 Feb	Arr	Bellingham, WA		AD	\$45
08 Feb	Dep	Bellingham, WA	PA		
13 Feb	Arr	Peterson AFB, CO		MC	

**Computation:**

<b>MALT</b>	Eielson AFB, AK-Haines, AK		
	(member and 2 dependents)	653 @ .19	=\$ 124.07
<b>MALT</b>	Bellingham, WA-Peterson AFB, CO		
	(member and 2 dependents)	1487 @ .19	=\$ 282.53

**Cost of Berth/stateroom and passage on the ferry for member and dependents (See Note 1).**

**Berth/stateroom and passage fee**

**(examples only-do not use)**

**\$341 + \$683 =\$1,024.00**

**Per diem for member and dependents for allowable travel time Eielson AFB, AK to Haines, AK (MALT PLUS Per Diem).**

<b>01-02 Feb</b>	<b>Member</b>	<b>2 days @ \$85</b>	<b>=\$ 170.00</b>
	<b>Dependents 2</b>	<b>@[(75% of \$85) + (50% of \$85)]</b>	<b>=\$ 212.50</b>

**Per diem for member and dependents for arrival day at the POE (Haines rate).**

<b>03 Feb</b>	<b>Member</b>	<b>\$55 + \$75 (single lodging rate)</b>	<b>=\$ 130.00</b>
	<b>Dependents</b>	<b>(75% of \$130) + 50% of \$130)</b>	<b>=\$ 162.50</b>

**\*Per diem for member and dependents for departure day on the ferry from the POE (Haines, AK).**

<b>04 Feb</b>	<b>Member</b>	<b>\$55 (Haines rate)</b>	<b>=\$ 55.00</b>
	<b>Dependents</b>	<b>(75% of \$55) + (50% of \$55)</b>	<b>=\$ 68.75</b>

**\*Per diem for member and dependents for travel time on the ferry (highest CONUS M&IE rate).**

<b>05-06 Feb</b>	<b>Members</b>	<b>2 days @ \$50</b>	<b>=\$ 100.00</b>
	<b>Dependents 2</b>	<b>@[(75% of \$50 + 50% of \$50)]</b>	<b>=\$ 125.00</b>

**Per diem for member and dependents for arrival day at the POD (Bellingham rate).**

<b>07 Feb</b>	<b>Member</b>	<b>\$30 + \$45 (single lodging rate)</b>	<b>=\$ 75.00</b>
	<b>Dependents</b>	<b>(75% of \$75) + (50% of \$75)</b>	<b>=\$ 93.75</b>



Per diem for member and dependents for allowable travel time (Bellingham, WA – Peterson AFB, CO).

08-12 Feb	Member	5 days @ \$85	= \$ 425.00
	Dependents 5 @ [(75% of \$85 + 50% of \$85)]		= \$ 531.25

Cost of shipping private conveyance on the ferry.

Ferry Cost (example only-do not use)	= \$ 617.00
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Total Cost	= \$4,196.35
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**Notes:**

1. Cost can be obtained from Alaska Marine Highway System:

DSN 317-552-1110 - Ask for operator for patch/OFFNET to (907) 272-7116

Toll free: 1-800-642-0066

Web site: <http://www.dot.state.ak.us/amhs/index.html>

**Figure 5.3. Example of Non-concurrent PCS Travel for Dependents by POC****Facts:**

- 1. Member PCS from Peterson AFB, CO to Keesler AFB, MS.**
- 2. Two POCs authorized and member claims owner/operator himself and dependents.**
- 3. Spouse and dependent child under 12 travel in one POC.**
- 4. Member is in other POC.**
- 5. DTOD is 1,322 miles.**
- 6. Dependents depart old PDS on 12 June**
- 7. Dependents arrive at new PDS on 14 June (See note).**
- 8. Member reported to Keesler AFB in May.**

**Computation:**

1,322 miles @ .17		= \$224.74
4 days travel for spouse	3 @ \$85	= \$255.00
4 days travel for child	3 @ \$42.50	= \$127.50
	<b>Total Per Diem</b>	<b>= \$382.50</b>
	<b>Total Mileage</b>	<b>= \$224.74</b>
	<b>Total</b>	<b>= \$607.24</b>

**Note:** Travel time is for the actual travel not to exceed the allowable travel time (four days). Since the facts show only three travel days, pay the actual.

**Figure 5.4. Example of Non-concurrent PCS Travel for Dependents by Government Procured Transportation (formerly called Transportation Request (TR)).**

**Facts:**

- 1. Government procured transportation utilized from Peterson AFB, CO to Keesler AFB, MS**
- 2. Depart 12 June from Peterson AFB.**
- 3. Arrive 12 June at Keesler AFB.**
- 4. Taxi used from/to local carrier terminals--\$45 total taxi fares.**
- 5. Spouse and one dependent child under 12 travel separately from member.**
- 6. Baggage tips of \$6 (six bags).**
- 7. M&IE rate for new PDS is \$38.**

**Computation:**

**Spouse and dependent child due per diem for 12 June:**

<b>12 Jun</b>	<b>Spouse</b>	<b>75% of \$38</b>	<b>=\$28.50</b>
<b>12 Jun</b>	<b>Child</b>	<b>50% of \$28.50</b>	<b>=\$14.25</b>
	<b>Total Per diem</b>		<b>=\$42.75</b>
	<b>Taxis=\$45 Baggage tips=\$6</b>		<b>=\$51.00</b>
	<b>Total Reimbursement</b>		<b>=\$93.75</b>

**Figure 5.5. Example of Actual Commercial Costs for Dependent PCS Travel.****Facts:**

- 1. Member, spouse, six-year old child and 12-year old child PCS from Peterson AFB, CO to Keesler AFB, MS.**
- 2. Keesler AFB M&IE rate is \$38.**

**Itinerary:**

12 Jun	Dep	Peterson AFB ,CO	CA
12 Jun	Arr	Colorado Springs Airport	AD
12 Jun	Dep	Chicago O'Hare Airport	CP
12 Jun	Arr	Chicago, IL	LV
17 Jun	Dep	Chicago, IL	CP
17 Jun	Arr	Chicago O'Hare Airport	AD
17 Jun	Dep	Gulfport Airport, MS	CA
17 Jun	Arr	Keesler AFB, MS	MC

**Actual Cost:**

<b>Commercial Air (purchased from CTO) Peterson AFB – Chicago, IL – Keesler AFB</b>	<b>=\$ 880.00</b>
<b>CA from Peterson AFB to local terminal</b>	<b>=\$ 25.00</b>
<b>CA from local terminal to Keesler AFB</b>	<b>=\$ 35.00</b>
<b>Per diem based on constructed schedule (Member) (17 Jun)</b>	<b>75% of \$38.00 = \$ 28.50</b>
<b>Per diem based on constructed schedule (Dependents) (17 Jun)</b>	<b>200% of \$28.50 = \$ 57.00</b>
<b>Total Actual Cost</b>	<b>=\$1,025.50</b>

**Figure 5.6. Example of Dependents' PCS Travel by Mixed Modes.****Facts:**

1. DTOD from Sheppard AFB, TX to Travis AFB, CA is 1,618 miles.
2. POC from Sheppard AFB to Tulsa, OK (Leave Point 1) is 242 miles.
3. CP from Tulsa, OK to Denver, CO (Leave Point 2) is \$250 each. (Purchased from the CTO)
4. CP from Denver, CO to Travis AFB is \$100 each. (Purchased from the CTO)
5. Member traveled concurrently with spouse and one-year old child.
7. Member owner/operator of POC. Only one POC used.
8. M&IE rate for Travis AFB is \$42.

**Itinerary:**

17 Jun	Dep	Sheppard AFB, TX	PA	
17 Jun	Arr	Tulsa, OK		LV
20 Jun	Dep	Tulsa, OK	CP	
20 Jun	Arr	Denver, CO		LV
22 Jun	Dep	Denver, CO	CP	
22 Jun	Arr	Travis AFB, CA		MC

**Actual:**

Mileage Sheppard AFB to Tulsa, OK	242 @ .19	= \$ 45.98
Member	1 @ 85.00	= \$ 85.00
Spouse	1 @ 63.75	= \$ 63.75
Child	1 @ 42.50	= \$ 42.50
CP cost from Tulsa, OK to Denver, CO:	3 @ \$250.00	= \$750.00
CP cost from Denver, CO to Travis AFB:	3 @ 100.00	= \$300.00
<b>Per diem for 20 Jun for member and dependents:</b>		
20 Jun Member	75% of \$42.00	= \$ 31.50
Spouse	75% of \$31.50	= \$ 23.63
Child	50% of \$31.50	= \$ 15.75
<b>Per diem for 22 Jun for member and dependents:</b>		
22 Jun Member	75% of \$42.00	= \$ 31.50
Spouse	75% of \$31.50	= \$ 23.63
Child	50% of \$31.50	= \$ 15.75
<b>Total Actual Cost</b>		<b>= \$1,428.99</b>

**MALT PLUS:**

Mileage Sheppard AFB to Travis AFB	1618 @ .19	= \$ 307.42
<b>Per diem for member and dependents:</b>		
Member	5 @ 85.00	= \$425.00
Spouse	5 @ 63.75	= \$318.75
Child	5 @ 42.50	= \$212.50
<b>Total MALT PLUS Cost</b>		<b>= \$1,263.67</b>

**Reimbursement: Pay the lesser of actual or MALT PLUS. Pay MALT PLUS of \$1,263.67.**

**Figure 5.7. Example of POV Pickup Concurrent with TDY En Route PCS.****Facts:**

- 1. Port Call: Ramstein AB, Germany 17 Jun**
- 2. Report Date at Scott AFB, IL is 21 Jun, class graduation date is 18 Jul.**
- 3. Pick up POV at Baltimore, MD.**
- 4. Owner/Operator of POC, no other authorized traveler in POC.**
- 5. Taxi cost from BWI to Vehicle Processing Center (VPC) Baltimore is \$25.**
- 6. Baltimore to Scott AFB, IL is 832 miles.**
- 7. Scott AFB to Offutt AFB is 455 miles.**
- 8. No government dining facility available. Government quarters utilized \$12 per night.**
- 9. Lodging cost at Ramstein AB is \$12 and lodging cost at Baltimore is \$95**

**Per diem rates:**

<b>Location</b>	<b>Max Lodging</b>	<b>M&amp;IE</b>	<b>Max</b>
<b>Ramstein AB</b>	<b>87</b>	<b>49</b>	<b>136</b>
<b>Baltimore</b>	<b>137</b>	<b>42</b>	<b>179</b>
<b>Scott AFB</b>	<b>55</b>	<b>30</b>	<b>85</b>

**Itinerary:**

<b>16 Jun</b>	<b>Dep</b>	<b>Spangdahlem AB, GE</b>	<b>GB</b>		
<b>16 Jun</b>	<b>Arr</b>	<b>Ramstein AB, GE</b>		<b>AD</b>	<b>\$0</b>
<b>17 Jun</b>	<b>Dep</b>	<b>Ramstein AB, GE</b>	<b>TP</b>		
<b>17 Jun</b>	<b>Arr</b>	<b>BWI</b>		<b>AD</b>	
<b>17 Jun</b>	<b>Dep</b>	<b>BWI</b>	<b>CA</b>		
<b>17 Jun</b>	<b>Arr</b>	<b>VPC Baltimore</b>		<b>AD</b>	<b>\$95</b>
<b>18 Jun</b>	<b>Dep</b>	<b>VPC Baltimore</b>	<b>PA</b>		
<b>20 Jun</b>	<b>Arr</b>	<b>Scott AFB, IL</b>		<b>TD</b>	<b>\$336</b>
<b>19 Jul</b>	<b>Dep</b>	<b>Scott AFB, IL</b>	<b>PA</b>		
<b>20 Jul</b>	<b>Arr</b>	<b>Offutt AFB, NE</b>		<b>MC</b>	

**Computation:**

<b>16 Jun</b>	<b>Per diem (Arrival day at port)</b>	<b>75% of 49</b>	<b>= \$ 36.75</b>
<b>17 Jun</b>	<b>Per diem (Arrival day at POD)</b>	<b>100% of 42.00 + 95.00</b>	<b>= \$ 137.00</b>
<b>18-20 Jun</b>	<b>MALT PLUS (Baltimore to Scott AFB)</b>	<b>3 @ 85.00</b>	<b>= \$ 255.00</b>
<b>21-30 Jun</b>	<b>Interim TDY days</b>	<b>10 days @ (\$30.00 + \$12.00)</b>	<b>= \$ 420.00</b>
<b>1-18 Jul</b>	<b>Interim TDY days</b>	<b>18 days @ (\$30.00 + \$12.00)</b>	<b>= \$ 756.00</b>
<b>19-20 Jul</b>	<b>MALT PLUS (Scott AFB to Offutt AFB)</b>	<b>2 @ 85.00</b>	<b>= \$ 170.00</b>
<b>Total per diem</b>			<b>= \$1,774.75</b>

**Transportation:**

<b>Taxi</b>	<b>BWI to VPC Baltimore</b>		<b>= \$ 25.00</b>
<b>Mileage</b>	<b>Baltimore to Scott AFB</b>	<b>832 @ .15</b>	<b>= \$ 124.80</b>
	<b>Scott AFB to Offutt AFB</b>	<b>455 @ .15</b>	<b>= \$ 68.25</b>
<b>Total Transportation</b>			<b>= \$ 218.05</b>
<b>Total Reimbursement</b>			<b>= \$1,992.80</b>



## Chapter 6

### TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

**6.1. United States Air Force Academy Cadets.** Administrative Turnback to a Later Class (Hardship). (AFI 36-2020) Travel of turnback-cadets to and from the Academy is performed at no expense to the Air Force.

**6.2. Travel Incident to Applicant Processing.** (JFTR, par. U7025).

6.2.1. General. Members in these categories are furnished transportation and meal tickets (MTs). If available transportation or MTs are not used, no reimbursement is authorized unless approved by the order-issuing official. If transportation and MTs are not available, member is authorized to TDY allowances.

6.2.2. Approval for Payment. The responsible Air Force recruiting squadron commander certifies approval for payment of travel and/or transportation allowances authorized in this paragraph in Item IV, DD Form 1351, Travel Voucher or item 21a, DD Form 1351-2, Travel Voucher or Subvoucher, as applicable.

**6.3. Reimbursement of Expenses Incurred in Performance of Official Recruiting Duty.** (JFTR, par. U7030) Out-of-pocket recruiting expenses are reimbursable. Such reimbursement is for personnel assigned within the recruiting service who are actively engaged in recruiting Air Force members. For Reserve recruiter expenses of an unusual nature, request for determinations should be referred to HQ AFRC/RS, 155 Richard Ray Boulevard, Robins AFB, GA 31098-1635.

**6.4. Air Crews.** (JFTR, par. U7100). Flight crews engaged in scheduled air transport operations or training for such duties are authorized to travel and transportation allowances under JFTR, Chapter 4, without specific travel orders (47 Comp Gen. 477 (1968)). JFTR, Chapter 3, Parts C and E apply at locations other than the PDS. A signature from the aircraft or squadron commander after the travel completion must be included either on the original voucher or copy of the attached flight order.

**6.5. Commuting Area Travel any Tour Less than 20 Weeks.** (JFTR, par. U7150).

6.5.1. No per diem or actual expense allowances are payable between the home or place from which the Reserve Component (RC) member is called to active duty and the permanent duty station in cases where the RC member commutes daily between home, or place from which call is to active duty, and the permanent duty station. RC members are authorized mileage reimbursement of one round trip for each consecutive tour outside of corporate limits.

6.5.2. RC members who are within the commuting area (but outside the corporate limits) but are precluded from commuting due to the nature of the duty are authorized to reimbursement for occasional meals not to exceed the proportional rate and/or quarters in accordance with JFTR, par. U4510-B.

**Example:** Member ordered to active duty: 1-5 Sep will commute. On 2 Sep, ordered to work until project is completed. Worked: 0800 hrs, 2 Sep and required to remain overnight at duty location until 1300 hrs, 3 Sep. Authorized to claim reimbursement for evening meal, 2 Sep, and morning meal, 3

Sep. Reimbursement is limited to the actual cost of the meals not to exceed the proportional meal rate for the locality for each day involved.

**NOTE:** A reservists that is commuting would normally be required to procure a meal and is not authorized any reimbursement for that meal. (Normally lunch for day workers).

#### **6.6. Active Duty Training (ADT).** (JFTR, par. U7150-A).

6.6.1. Per Diem Entitlements while at an Annual Tour Location. No per diem is payable if both government quarters and mess are available (JFTR, par. U7150-A1c). When the member presents an impracticability or adverse effects statement covering all or part of the training period, or if AFMAN 34-255 (<http://www.dtic.mil/perdiem>) shows government quarters or meals as not available, per diem is authorized according to JFTR, par. U1045 and JFTR, Chapter 4, Parts B, C, or E, as applicable. Since a training location is a permanent duty station, members on annual training are not in a travel status while at the training location.

6.6.2. Multiple Annual Tour Locations. In the case of multiple annual tour locations, each location is not always a PDS. The nature of the duty determines whether a location is considered a PDS or TDY station. A TDY station can be reflected by either a separate TDY order (or flight authorization) or may be stated on the call to duty order by stating "with further TDY to...". The following scenarios are used for clarification:

6.6.2.1. A member called to active duty to perform an annual tour at the unit of assignment is not authorized per diem. Any travel away from the annual tour location is TDY and per diem is payable.

6.6.2.2. A member, called to the unit of assignment only for the purpose of obtaining onward transportation to the actual annual tour location, would have both locations reflected as an annual tour location or PDS. Per diem would not be payable if government quarters and meals are available.

6.6.2.3. A member who travels from home (or place from which called to active duty) to one or more annual tour locations and then returns to home (or place from which called to active duty) without returning to the prime duty location has more than one PDS. Each station would be an annual tour location and per diem would not be payable if Government quarters and meals are available.

6.6.3. Travel within and adjacent to Permanent Duty and TDY Stations. JFTR, Chapter 7, Part G, and Chapter 4 of this instruction apply.

6.6.3.1. Duty at all Locations for Less than 20 Weeks. Members performing other than annual tours who perform duty at one or more locations and the time at each location is less than 20 weeks are authorized to travel and transportation allowances the same as an active member on ordinary TDY.

6.6.3.2. Duty at any Location for 20 or More Weeks. Members performing a tour that prescribes duty at one location for 20 or more weeks are authorized PCS allowances for travel. Dependent travel and household good shipments are authorized to and from each location where duty is ordered for 20 or more weeks.

#### **6.7. Inactive Duty Training (IDT).** (JFTR, par. U7150-C).

6.7.1. At the Unit Headquarters or Member's Unit of Assignment. RC member is not authorized travel and transportation allowances for any inactive duty training at the city or town in which the unit headquarters or the unit of assignment is located. This includes travel between home and unit, attendance at weekly drills, or duty in lieu of weekly drills.

6.7.2. At place other than Unit Headquarters or Unit of Assignment. An RC member directed to travel to a location other than the assigned unit or headquarters, authorized inactive duty training pay for one or more days, is authorized the TDY allowances prescribed in the JFTR, Chapter 4.

6.7.3. Inactive Duty Training Performed before or after an Active Duty Tour. RC members may perform inactive duty training before or after an active duty tour without the loss of the original travel allowances for the Active Duty Tour. The travel voucher should reflect the exact itinerary. Constructed travel computation techniques are applicable, according to the provisions of JFTR, Chapter 4. Depending upon the constructed travel day, the member may or may not be authorized additional per diem.

#### **6.8. Active Duty without Pay.** (JFTR, par. U7150-B).

6.8.1. Standby Reserve. There is no authorization for travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

6.8.2. Technicians (Dual Status). As of 10 February 1996, per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 U.S.C. 10216) while on leave from technical employment and performing active duty without pay (5 U.S.C. 6323(d)) outside the CONUS. Technicians deploying to designated OCONUS who exercise the 44-day leave option, are authorized TDY allowances prescribed in the JFTR, Chapter 4.

6.8.3. Others. Except as provided by [6.8.2.](#), other RC members who perform duty without pay may be authorized/approved occasional meals, quarters, and/or the applicable mileage rate for travel to and from their duty stations, including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved. They are not authorized per diem or AEA at the duty station (44 Comp. Gen. 615 (1965) or 46 Comp. Gen. 319 (1996))

#### **6.9. Members of the Senior Reserve Officer Training Corps (SROTC).** (JFTR, par. U7150-E).

6.9.1. Definitions. Members of SROTC (10 U.S.C. 2104) are non-scholarship cadets. Members of SROTC (10 U.S.C. 2107) are scholarship cadets. All SROTC members travel on Invitational Travel Orders.

6.9.2. Non-scholarship Cadets. (10 U.S.C. 2104; JFTR, par. U7150-E2d). Individuals are authorized mileage reimbursement only. Whether the cadet is the owner/operator or passenger of the POC, they are authorized this allowance.

6.9.2.1. Transportation for Examination or to Observe. (JFTR, par. U7150-E2(b)). SROTC advance training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in JFTR, par. U7150-E2(c) and (d) for travel to and from installations.

6.9.2.2. Transportation for Field Training. (JFTR, par. U7150-E2(a)). SROTC advance training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field-training site.

6.9.3. Scholarship Cadets. (10 U.S.C. 2107; JFTR, par. U7150-E3). Travel to Accept Appointment. These cadets are authorized PCS allowances as for officer members as outlined in JFTR, Volume 1, Chapter 5, Part B. The allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. The owner/operator of this POC is authorized MALT PLUS Per Diem while the passengers of the POC are authorized per diem only.

**6.10. Health Professions Scholarship Program (HPSP) Reservists.** HPSP reservists are required to perform 45-day tours of duty. The location or medical facility where they perform this tour of duty normally has government quarters and meals available.

**6.11. Service Charges for Quarters/Surcharge in Government Dining Facility.**

6.11.1. RC members not authorized per diem or AEA, who occupy transient government housing while performing active duty for training, may be reimbursed the actual lodging cost.

**6.12. Consecutive Overseas Tour (COT) Leave Travel/In Place Consecutive Overseas Tour (IPCOT).** (JFTR, par. U7200). COT leave travel must be authorized in the member's orders. Travel is authorized to the home of record (HOR) or a place not to exceed the cost to the HOR. (Exception: The Secretary of the Air Force has authorization to approve any place according to JFTR, par. U7200-A3b). The HOR must be stated in the orders.

6.12.1. Travel Time for COT Travel. Travel time for COT travel is computed the same as normal PCS travel according to JFTR, par. U5160. Each separate leg of the journey is computed independently with travel time allowed for each leg based on the mode(s) used per the JFTR, par. U5160. (See [Figure 6.1.](#) and [Figure 6.2.](#)).

6.12.2. Deferred COT.

6.12.2.1. The COT leave travel entitlement is meant to be used between the losing and gaining PDS. However, if due to service emergencies the member, who must traverse CONUS to get to their new PDS, cannot use the COT leave travel entitlement en route, the losing commander can authorize a deferment. See par. 6.13.2.4 for members who do not have to traverse CONUS to get to their new PDS. The deferment approval must be based on mission reasons, not the personal preference of the member. The losing commander must evaluate the need to defer the members COT leave travel entitlement on an individual basis. The losing commander is the only approval authority for COT leave travel deferment for members. This is not a rubber stamp program. The losing commander must evaluate, on a case-by-case basis, the need to defer the member's COT leave travel based solely on service exigencies. Examples of service exigencies include extreme manning shortages at the losing station, the need to avoid disruption of dependent school schedules if the member is required to rotate during the school term, or immediate reporting requirements at the new PDS. When granting a COT deferment the losing commander must consider the member's report-not-later-than date (RNLTD), date eligible for return from overseas (DEROS), and whether mission reasons prevent the member from taking at least 11 days of leave en route. This does not preclude the losing commander from authorizing leave (non-COT) en route during

the PCS. If the losing commander determines the member cannot be released for 11 days or more of leave en route and still allow the member to meet the RNLTD, then a deferment of the COT leave travel entitlement may be justified. If the losing commander determines that a deferment is authorized, and the member wants to take leave (non-COT) en route, the losing commander must authorize the member leave (non-COT) en route. This determination is based on, but not limited to mission requirements, when the member can depart the old PDS, and the RNLTD at the new PDS. The PCS orders must reflect the authorization to defer the COT leave travel entitlement and the authorization (if applicable) to take leave (non-COT) en route. If the member can take at least 11 days or more en route, the COT leave travel entitlement has been used.

**NOTE:** The number of non-COT leave days the member can take en route is limited to 10 days. Members who had their COT leave travel entitlement deferred but exceeded the 10-day leave limitation may request a review of their circumstances. Members must submit a written request for review through their chain of command to AF/DPPC. The reason for exceeding the 10-day leave limitation must be based on reasons beyond the member's control. Members must remember that if the exception to policy is granted any reimbursement for PCS COT leave travel must be paid back to the government.

6.12.2.2. If a member is authorized to defer COT leave travel by the losing commander, the following statement must be included on the PCS order, "Member and/or dependents are authorized to defer their COT leave travel entitlement". If en route leave is granted, an additional statement must be included to read "Member is authorized to take not more than 10 days of leave en route in conjunction with the COT deferment". If a member exceeds the authorized en route leave days, the COT leave entitlement has been used.

**NOTE:** The deferral of COT leave does not qualify or allow a member to carry more than 60 days of leave from one fiscal year to the next.

6.12.2.3. Members who must traverse CONUS on their way to new PDSs are expected to use their COT leave travel entitlement en route. Members traverse the CONUS if they pass across, over, or through the CONUS. If the member is unable to use the COT leave travel entitlement en route due to mission reasons and the losing commander has granted a deferment of the COT leave travel entitlement, the deferment should begin within 6 months of the end of the new tour. **Examples:** Members going PCS from Ramstein AB, Germany to Osan AB, Korea; members going PCS from Elmendorf AFB, AK to Ramstein AB, Germany; or members going PCS from Southwest Asia to Misawa AB, JA would have to obtain their losing commanders approval in order to defer COT leave travel.

6.12.2.4. Members authorized COT leave travel entitlement that do not traverse the CONUS to their new PDS, do not have to obtain the losing commanders permission for COT leave travel deferment. Members must remember that the COT leave travel entitlement should begin within 6 months of the end of the new tour. **Examples:** Members going PCS from Ramstein AB, Germany to Lakenheath AB, UK and members going PCS from Eielson AFB, AK to Elmendorf AFB, AK would not have to obtain their losing commanders approval for deferment.

**NOTE:** The Major Commands (MAJCOMs) on a case by case may waive the 6-month rule.

6.12.2.5. Limitations on Reimbursement:

6.12.2.5.1. Members and command-sponsored dependents who qualify for the COT travel and transportation allowances are paid from the members old PDS to the member's HOR to the member's new PDS, or in the case of deferment, from the member's new PDS to the member's

HOR to the member's new PDS. Authorized travelers can travel to any other location; however, reimbursement is limited to the round trip cost to the members HOR. IPCOT travel and transportation allowances are paid from member's current PDS to the member's HOR and return. Authorized travelers can travel to any other location; however, reimbursement is limited to the round trip cost to the members HOR. Tours and cruise packages are not authorized for reimbursement in connection with COT/IPCOT leave travel. All travelers must contact their local Transportation Management Office/(Contracted) Commercial Travel Office (TMO/CTO) to make travel arrangements and receive information on travel restrictions for transoceanic travel. Failure to contact the TMO/CTO may result in non-reimbursement of self-procured travel.

6.12.2.5.2. Members and command-sponsored dependents in Alaska authorized COT/IPCOT are limited to reimbursement for government procured air travel. Members can file a waiver request to allow travel by privately owned conveyance versus government air travel. Members must submit a written justification to the local MPF for approval by HQ PACAF/DP.

**6.13. Extended Hospitalization Resulting in Permanent Change of Station (PCS).** (JFTR, par. U7252). An attendant for a military member is authorized applicable travel allowance during the time spent at the medical facility. If it is determined to assign the patient to the hospital (PCS), the attendant's entitlement to lodging plus/actual expenses will end at 2400 hours on the day after the patient has been notified of the reassignment.

**6.14. Funded Rest and Recuperative (R&R) Leave Transportation.** (JFTR, par. U7300). Issuance of transportation must be supported by a special order. Include in the order:

- 6.14.1. Statement that special 15-day leave and space-required transportation to and from R&R destination is authorized.
- 6.14.2. Fund citation (unit O&M funds).
- 6.14.3. Customer identification code (CIC) for AMC airlift.
- 6.14.4. Dates travel are to begin and end.

**6.15. Disciplinary Travel.** (JFTR, par. U7450). Members traveling incident to disciplinary action are not authorized per diem. Included is travel for the purpose of court-martial or non-judicial punishment proceedings, including consulting with defense counsel.

**6.16. Transportation of Remains of Deceased Members and Deceased Dependents.** (JFTR, par. U7600). See AFI 34-242, Chapter 5 and AFI 24-101, Chapter 2 for further guidance.

**6.17. Travel Under Permissive Travel Authorizations.** (JFTR, par. U7650). Policy and guidance governing travel under permissive travel authorizations are covered in AFI 36-3003.

**6.18. RC Members Traveling to Medical Appointments.** RC members not already on active duty military orders may be placed on invitational travel orders (ITOs) when directed by appropriate military medical authority to receive an examination/evaluation by military medical/dental facilities to meet military requirements. ITOs may also be issued to those RC members receiving military medical/dental care at military treatment facilities for the purpose of medical/dental appointments.

**Figure 6.1. Example of Consecutive Overseas Tour Travel.****Facts:**

- 1. Member has PCS orders directing change of station between Shemya AB AK and Ramstein AB GE with a TDY en route at Randolph AFB TX.**
- 2. Member's Home of Record (HOR) is St Louis, MO.**
- 3. TDY reporting times are NET 0800, NLT 1800 2 February.**
- 4. No duty performed at TDY location on 16 Feb.**
- 5. Port call at McGuire is 0430 13 March.**
- 6. Distance Randolph to St Louis is 600 miles.**
- 7. Distance St Louis to McGuire is 1400 miles.**
- 8. Distance Rhein Main to Ramstein is 80 miles.**
- 9. Member owner/operator of POC**
- 10. Member paid \$40 for lodging at McChord, \$4 per night at Randolph and \$6 at McGuire. No Government meals available.**

**Per Diem Rates:**

<b>Location</b>	<b>Max Lodging</b>	<b>M&amp;IE</b>	<b>Max</b>
<b>McChord</b>	<b>\$41</b>	<b>\$30</b>	<b>\$71</b>
<b>Randolph</b>	<b>\$50</b>	<b>\$30</b>	<b>\$80</b>
<b>McGuire</b>	<b>\$68</b>	<b>\$30</b>	<b>\$98</b>
<b>Rhein Main</b>	<b>\$84</b>	<b>\$70</b>	<b>\$154</b>

**Itinerary:**

<b>01 Feb</b>	<b>Dep</b>	<b>Shemya AB, AK</b>	<b>GP</b>	
<b>01 Feb</b>	<b>Arr</b>	<b>McChord AFB, WA</b>	<b>AD</b>	<b>\$40</b>
<b>02 Feb</b>	<b>Dep</b>	<b>McChord AFB, WA</b>	<b>TP</b>	
<b>02 Feb</b>	<b>Arr</b>	<b>Randolph AFB, TX</b>	<b>TD</b>	<b>\$64</b>
<b>16 Feb</b>	<b>Dep</b>	<b>Randolph AFB, TX</b>	<b>PA</b>	
<b>17 Feb</b>	<b>Arr</b>	<b>St Louis, MO</b>	<b>LV</b>	
<b>10 Mar</b>	<b>Dep</b>	<b>St Louis, MO</b>	<b>PA</b>	
<b>12 Mar</b>	<b>Arr</b>	<b>McGuire AFB, NJ</b>	<b>AT</b>	<b>\$6</b>
<b>13 Mar</b>	<b>Dep</b>	<b>McGuire AFB, NJ</b>	<b>GP</b>	
<b>13 Mar</b>	<b>Arr</b>	<b>Rhein Main AB, GE</b>	<b>AT</b>	
<b>14 Mar</b>	<b>Dep</b>	<b>Rhein Main AB, GE</b>	<b>PA</b>	
<b>14 Mar</b>	<b>Arr</b>	<b>Ramstein AB, GE</b>	<b>MC</b>	

**Computations:**

<b>01 Feb</b>	<b>Per diem (travel via Government Conveyance)</b>	<b>75% of \$30 + \$40</b>	<b>= \$ 62.50</b>
<b>02-15 Feb</b>	<b>Per Diem (TDY)</b>	<b>14 @ (\$30 + \$4)</b>	<b>= \$ 476.00</b>
<b>16-17 Feb</b>	<b>MALT PLUS</b>	<b>2 @ \$85</b>	<b>= \$ 170.00</b>
<b>18 Feb-03 Mar</b>	<b>Leave</b>		
<b>04-07 Mar</b>	<b>Proceed Time</b>		
<b>08-11 Mar</b>	<b>MALT PLUS-authorized travel time</b>	<b>4 @ \$85</b>	<b>= \$ 340.00</b>
<b>12 Mar</b>	<b>Per diem-authorized reporting day</b>	<b>\$30 + \$6</b>	<b>= \$ 36.00</b>
<b>13 Mar</b>	<b>Per diem</b>		<b>= \$ 70.00</b>
<b>14 Mar</b>	<b>MALT PLUS-authorized travel time (Arrival day PDS)</b>	<b>1 @ \$85</b>	<b>= \$ 85.00</b>
	<b>Total Per diem</b>		<b>= \$1,239.50</b>



**Transportation:**

<b>Mileage Randolph to St Louis</b>	<b>600 @ .15</b>	<b>=\$ 90.00</b>
<b>Mileage St Louis to McGuire</b>	<b>1400 @ .15</b>	<b>=\$ 210.00</b>
<b>Mileage Rhein Main to Ramstein</b>	<b>80 @ .15</b>	<b>=\$ 12.00</b>
	<b>Total Transportation</b>	<b>=\$ 312.00</b>
	<b>Total Reimbursement</b>	<b>=\$1,551.50</b>

**Figure 6.2. In-Place Consecutive Overseas Tour.****Facts:**

- 1. Member, spouse, and two children under 12 authorized in-place COT travel Yokota AB, JP, to Nashville, TN, NTE HOR of Atlanta, GA.**
- 2. Distance Nashville to LAX is 2012.**
- 3. Distance Atlanta to LAX is 2184.**
- 4. Single rate of lodging in LAX for 10 Jun is \$65 and for 15 Jul is \$50.**
- 5. Member is owner/operator of POC.**

**Per Diem Rates:**

<b>Location</b>	<b>Max Lodging</b>	<b>M&amp;IE</b>	<b>Max</b>
<b>Los Angeles</b>	<b>\$86</b>	<b>\$34</b>	<b>\$120</b>
<b>Nashville</b>	<b>\$52</b>	<b>\$30</b>	<b>\$82</b>

**Itinerary:**

<b>10 Jun</b>	<b>Dep</b>	<b>Yokota AB, JP</b>	<b>GP</b>	
<b>10 Jun</b>	<b>Arr</b>	<b>Los Angeles, CA</b>		<b>AD \$65</b>
<b>11 Jun</b>	<b>Dep</b>	<b>Los Angeles, CA</b>	<b>TP</b>	
<b>11 Jun</b>	<b>Arr</b>	<b>Nashville, TN</b>		<b>LV</b>
<b>01 Jul</b>	<b>Dep</b>	<b>Nashville, TN</b>	<b>PA</b>	
<b>15 Jul</b>	<b>Arr</b>	<b>Los Angeles, CA</b>		<b>AD \$50</b>
<b>16 Jul</b>	<b>Dep</b>	<b>Los Angeles, CA</b>	<b>GP</b>	
<b>18 Jul</b>	<b>Arr</b>	<b>Yokota AB, JP</b>		<b>MC</b>

**Computations:****10 Jun-Per diem for IDL travel (destination rate):**

<b>Member</b>	<b>75% of \$34</b>	<b>=\$ 25.50</b>
<b>Dependents</b>	<b>175% of \$25.50</b>	<b>=\$ 44.63</b>

**10 Jun-Per diem authorized delay at port:**

<b>Member</b>	<b>100% of \$34 + \$65</b>	<b>=\$ 99.00</b>
<b>Dependents</b>	<b>175% of \$99</b>	<b>=\$173.25</b>

**11 Jun-Per diem (COT LV point rate applies since authorized leg of journey):**

<b>Member</b>	<b>75% of \$30</b>	<b>=\$ 22.50</b>
<b>Dependents</b>	<b>175% of \$22.50</b>	<b>=\$ 39.38</b>

**12 Jun-8 Jul--Leave.****9-14 Jul-MALT PLUS:**

<b>Member</b>	<b>6 @ \$85</b>	<b>=\$510.00</b>
<b>Dependents</b>	<b>6 @ (\$63.75 + \$42.50 + \$42.50)</b>	<b>=\$892.50</b>

**15 Jul-Per diem (authorized reporting day):**

<b>Member</b>	<b>100% of \$34 + \$50</b>	<b>=\$ 84.00</b>
<b>Dependents</b>	<b>175% of \$84.00</b>	<b>=\$147.00</b>

**16-17 Jul-Per diem for IDL (last TDY or overnight delay point):**

<b>Member</b>	<b>100% of \$34</b>	<b>=\$ 34.00</b>
<b>Dependents</b>	<b>175% of \$25.50</b>	<b>=\$ 59.50</b>

**18 Jul-Per diem (last TDY or overnight delay point):**

<b>Member</b>	<b>75% of \$34</b>	<b>=\$ 25.50</b>
<b>Dependents</b>	<b>75% of \$25.50</b>	<b>=\$ 44.63</b>
	<b>Total Per diem</b>	<b>=\$2,201.39</b>
<b>Transportation Cost</b>	<b>2012 @ .20</b>	<b>=\$ 402.40</b>
	<b>Total Reimbursement</b>	<b>=\$2,603.79</b>

## Chapter 7

### PREPAYMENT AUDIT PROCEDURES

#### 7.1. Statutory Authority and Limitations.

7.1.1. The General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Fiscal Procedures, **Title 7, Chapter 7, paragraph 7.4e, and Appendix iii**, prescribe the authority and liabilities of statistical sampling used in prepayment examination. In summary, the public laws on statistical sampling provide that FSOs and their certifying officers, acting in good faith, will not be held liable with respect to any certification or payment on a voucher which is not subject to examination because of the prescribed sampling procedures, provided that such officer and the Defense Finance and Accounting Service have diligently pursued collection action to recover illegal, improper, or incorrect payments as prescribed by the Comptroller General.

7.1.2. Maximum Dollar Limits. The head of each agency may approve the use of statistical sampling for prepayment examination of disbursement vouchers for amounts not in excess of \$2,500 per voucher.

7.1.3. Travel Voucher Certification. For Customer Service sections where 100 percent audit is not performed, certifying officers will use the internal sampling feature in IATS/RTS. The system parameters must be set at a minimum of 10% audit for all travel claims processed. All travel claims over \$2,500 require audit.

#### 7.2. Definitions:

7.2.1. Prepayment examination - audit of a voucher prior to the payment. Does not apply to advance travel payments.

7.2.2. Total entitlement - the amount on the "Total Entitlement" line in the Summary of Payment block on the voucher before any advance or accrued payments are deducted. Does not include transportation expenses, such as GTRs, MTAs, TWs, etc., not paid directly to the traveler.

7.2.3. Trainee - person not fully qualified to perform a function.

7.2.4. Statistical sampling - used when you want to determine the magnitude of a problem in a total population given that it is not economical to perform a 100 percent audit. And, where it is desirable to have a very high degree of confidence that the audit results would measure the population characteristic with a predictable precision. Statistical sampling requires random sampling to eliminate personal biases from the selection process.

7.2.5. Random sampling - a method of selecting settlement vouchers for prepayment audit that assures each qualifying voucher in a consecutive group has equal chance of selection. Random number tables, tossing a die, spinning a dial with five numbers, computer assisted number generator, or other unbiased methods are available. Please note that sequential sampling of every fifth voucher is not random sampling, and is not approved for these prepayment audits.

#### 7.3. Areas Approved.

7.3.1. Statistical sampling must be used for all travel settlement vouchers with total entitlement of \$2,500 or less, and not computed by a trainee.

7.3.2. Major Command Directors of Accounting and Finance or FSOs may determine a limit less than \$2,500 per voucher.

**7.4. Implementation.** It is mandatory for FSOs to use these continuous sampling procedures. Major Commands should monitor implementation of these procedures; however, FSOs must keep all documentation as prescribed by [7.6.2.4](#).

#### **7.5. Payment Sampling and Review of Settled Travel Claims.**

7.5.1. A pre-payment examination (audit) is required to ensure that travel vouchers contain the necessary substantiation and documentation for lawful and proper payment. Perform these audits on all travel vouchers \$2,500 and over, and on a statistical sampling of vouchers less than \$2,500. Areas to examine are:

7.5.1.1. Payment is permitted by law and applicable instructions.

7.5.1.2. Required administrative authorizations and approvals for payment are obtained.

7.5.1.3. Request for payment is supported by basic documents.

7.5.1.4. Name and address of payee, as verified by database, is correct.

7.5.1.5. Manual calculations are correct or appropriate and correct data is put into automated computation systems.

7.5.1.6. All transactions are properly charged to the correct appropriation.

7.5.1.7. Appropriations are available at the time to support disbursement. (Indicated by appropriate signatures on orders.)

7.5.1.8. Special certificates or receipts are attached to the voucher, as required.

7.5.1.9. Duplicate payments are prevented through proper manual or automated edits and checks. (See [Figure 7.1](#).)

7.5.2. In preparing to select claims for random audit, estimate the number of claims expected to be processed for the current month. Use past data, such as an average of the past three months, to make this estimate. The estimate is needed to determine the sample size and sample selection criteria. Use only claims under \$2,500 for this estimate, as only claims under \$2,500 may be randomly audited. All claims \$2,500 and over (excluding transportation costs) must be audited.

7.5.3. The chart in [Figure 7.4](#) provides the approximate sample size based upon the estimated total number of claims for the given month. If the estimated total number of claims subject to sampling is less than 50, then review all claims. For example, if the estimated number of TDY claims is 2,000, the sample size will be about 95. The sampling interval would be 21 in this example. A random start from 1 to 21 would be selected. Every 21st claim would be selected for audit until the entire population (2,000) was exhausted and the total sample (95) achieved. Note that the actual sample size will probably vary from the estimate. Also note that your sampling interval remains the same during the month. At the beginning of the next month a different sampling interval may be used based on a revised estimate of the population size.

7.5.4. Paragraph 7.5.3. of this instruction reflects a manual sampling interval/selection process. The Directorate for Finance and Accounting Systems Transition is testing the automated systems to ensure their sampling procedures correspond to the procedures approved by DFAS-HQ.

7.5.4.1. If you use the Integrated Automated Travel System (IATS), use the instructions above and the chart following the checklist to estimate your population and sample size. After determining those amounts, divide your sample size by the population to get the percent of vouchers to be audited. Go into IATS maintenance (percentages and constants) and insert the appropriate percentage. Also, ensure the parameter for dollar threshold audit is set at \$2,500.00.

7.5.4.2. If you use another automated travel system, ensure the system's random selection procedure gives each voucher under \$2,500 an equal chance of selection for audit. Ensure you use the method in 7.5.3. when estimating the population and determining the sample size. If this is the case, you may use the automated auditing capability of your system to select your vouchers to be audited.

7.5.4.3. If your systems do not meet the above criteria, you must use the manual method until your systems are enhanced to meet DFAS-HQ guidelines. If you are on a system other than IATS, and do not know if your system meets the above criteria, contact your systems component for information.

7.5.5. Automated systems currently flag vouchers for auditing and release the block to the lead clerk or travel supervisor for audit. The lead clerk or travel supervisor continues to perform this function. However, the auditor will use the checklist at the end of this message when reviewing the travel claims selected for audit. If a claim contains a discrepancy not listed on the checklist, list it as a miscellaneous error, either TDY (Category 15) or PCS (Category 14), and specify the reason for error on a separate sheet. These checklists are part of the mandatory reporting procedures, when released by SAF/FM.

7.5.6. The checklists referred to in par. 7.5.5. of this instruction follows. It provides a list of items that should be reviewed in the for monthly population sizes greater 7,000, the sampling interval is about equal to the population size divided by 100. For example, if the number of TDY vouchers processed each month is approximately 7,500, then the sampling interval is 75, the sampling frequency is 1/75 and the total number of TDY vouchers selected for audit is about 100.

7.5.7. DFAS-DE Field Sites have no responsibility in monitoring Air Force travel computation pre-payment audit and reporting requirements.

## **7.6. Documentation Requirements.**

7.6.1. Vouchers examined must carry evidence of the examination. When a voucher has an "audited by" block and that voucher is examined under these procedures, the "audited by" block must be initialed, otherwise this block is left blank. When a voucher requires certification, such as SF Form 1164, the word "audited" is included above the signature; otherwise a signature only is required.

7.6.2. Monthly summary reports, supported by worksheets, are prepared for review and analysis by the FSO. The FSO uses these reports to determine whether to continue the prepayment audit procedures, or whether to limit use of the procedures to certain technicians, or specific types of payments, and whether corrective action to minimize errors is appropriate and adequate.

7.6.2.1. Audit log worksheets may consist of copies of voucher logs, spreadsheet forms, or computer-generated products.

7.6.2.2. Whatever method is used, the audit log must be in original order of receipt of vouchers for processing. It must include all vouchers, not just the settlement vouchers or those within the dollar limit set by the FSO/Field Site for prepayment audit sampling. This ensures the documentation supports the sample plan and shows which vouchers were excluded from the sampling and why (such as, advance payment, disbursements over the dollar limit above, or voucher processed by trainees). The following minimum data are required.

7.6.2.2.1. Voucher identification of each voucher examined. Employee last name and SSN should be used as a minimum, since the voucher is audited prior to assigning a voucher number for payment.

7.6.2.2.2. Total dollars disbursed for the month. This allows the FSOs/Field Sites to project the total impact of discrepancies (errors) on their total account.

7.6.2.2.3. Identification of computation technician.

7.6.2.2.4. Dollar value of each error.

7.6.2.2.5. Type or cause of each error noted on examined vouchers.

7.6.2.3. Summary report at a minimum should include (See [Figure 7.2.](#)):

7.6.2.3.1. Total number of payment vouchers for the month.

7.6.2.3.2. Total dollars disbursed for the month.

7.6.2.3.3. Total number of payment vouchers audited.

7.6.2.3.4. Total number of errors found on audited vouchers.

7.6.2.3.5. Total dollar voucher of errors found.

7.6.2.3.6. The most common types, causes, and sources of errors (such as mathematical, or failure to allow a reimbursement, etc.).

7.6.2.3.7. Types of corrective action taken to reduce errors, and sources of errors, to a minimum. Types of corrective action should be summarized by types of payments: Member PCS, Dependent PCS, Vicinity Travel, One Location TDY, Many Locations TDY, and any other categories of travel that would be helpful in documenting improvements over time, which result from the corrective action.

7.6.2.3.8. Report observations. These can be either positive or negative possible trends, changes in volume, etc.

7.6.2.3.9. Under the Total Quality Management philosophy, report the following to appropriate management level: training needs, equipment or other resource problems, and processing or systems improvements needed.

7.6.2.4. Summary reports, with attachments pertaining to this voucher examination, should be readily available for examination by auditors from DoD, GAO, or Air Force Inspectors, and other appropriate officials. Consult AFMAN 37-139, Records Disposition Schedule, for file retention instructions.

Figure 7.1. Example of a Control Log.

A = Audited

E = Error

- = Not Audited

O = Over \$2,500

T = Trainee

03 Jun, 20XX

Last Name	SSN	Status	Voucher Count	Dollar Amount	Tech	Remarks
Smith	123456789	A	1	175.93	AH	
Continue	listing	A	2	738.00	BF	
		A/E	3	83.50	JJ	\$9.40 Error found (TDY) start over
		A	-	323.23	BF	
		A	2	1875.28	JJ	
		A	3	222.14	BF	
		A/O	-	2828.45	AH	Over \$2,500-don't increase count
		A	4	79.33	JJ	
		A	5	322.22	BF	
		A/T	-	98.78	TD	Trainee-don't increase count
		A	6	1313.22	AH	
		A	7	432.56	BF	
		A	8	564.22	JJ	
		A	9	951.33	BF	
		A	10	1790.00	AH	
		A	11	38.75	BF	
		A	12	900.75	JJ	
		A	13	783.45	BF	
		A	14	987.45	AH	14 <sup>th</sup> good voucher
		-	1			
		-	2			
		A	3	598.00	BF	Randomly select (1 out of 5)
		-	4			
		-	5			



Last Name	SSN	Status	Voucher Count	Dollar Amount	Tech	Remarks
<b>04 Jun, 20XX</b>						
		-	1			
		A/O	-	3976.89	AH	Over \$2,500-don't increase count
		-	2			
		A/T	-	179.88	TD	Trainee-don't increase count
		-	3			
		A/E	4	189.66	BF	Randomly select (1 out of 5) \$28.00 error found-multi TDY-didn't deduct meals
		-	1	679.43	AH	Audit all until 14 consecutive good vouchers

Figure 7.2. Summary Report.

## Monthly Summary Report

June 20XX

<b>A. Total number of payments</b>	<b>847</b>
<b>B. Total dollars disbursed</b>	<b>\$183,742.98</b>
<b>C. Total number of vouchers audited</b>	<b>234</b>
<b>D. Total number of errors on audited vouchers</b>	<b>16</b>
<b>E. Total dollar value of errors found</b>	<b>378.44</b>
<b>F. Common errors:</b>	
- Not deducting government meals (3)	
- Mathematical errors (14)	
- Missing rental car authorization (2)	
<b>G. Corrective action taken:</b>	
- Had training on use of calculators	

- Reviewed with technicians when and when not to deduct for government meals

#### H. Observations

- Number of errors is reduced from last month
- Total voucher count is up from last month
- A1C Dunn should complete training during July

#### I. TQM Issues

- Need new calculators (2)
- Need assistance in accounting

**Figure 7.3. Pre-Payment Audit Checklist.**

Pre-payment phase of the travel voucher audit for both PCS and TDY claims. The purpose of this checklist is to ensure that the voucher has been properly completed and that all supporting documents/statements are attached. PCS and TDY travel claims verify the following are attached or completed, as required:

Yes ( )	No ( )	N/A ( )	1. Signature (original) of Traveler.
Yes ( )	No ( )	N/A ( )	2. Supervisory verification/approval.
Yes ( )	No ( )	N/A ( )	3. Complete copy of all original orders and endorsement and original supporting documents (for expended TDY, ensure traveler is in TDY status for reimbursement period).
Yes ( )	No ( )	N/A ( )	4. Verify itinerary with orders and ensure completion.
Yes ( )	No ( )	N/A ( )	5. Advances including dollar amount, date issued, and DOV number.
Yes ( )	No ( )	N/A ( )	6. Detaching/reporting endorsements (for Army, this is amendments to orders, as necessary).
Yes ( )	No ( )	N/A ( )	7. Statement of non-availability.
Yes ( )	No ( )	N/A ( )	8. Valid lodging receipt or statement as to why one was not furnished.
Yes ( )	No ( )	N/A ( )	9. Valid receipt for reimbursable expenses of \$75 or more, to include conference fees, tuition and if meals were included in the cost (or traveler's statement).
Yes ( )	No ( )	N/A ( )	10. Signature for official long distance calls and official business statement for local calls.

Yes ( )      No ( )      N/A ( )

**11. Verify mode of travel with orders. For POV travel, ensure item 15G is completed or block 9 on the DD Form 1351-2.**

Yes ( )      No ( )      N/A ( )

**12. Civilian PCS only: DD Form 1351-2, signed by the traveler, if actual expenses claimed and authorized/ approved.**

Yes ( )      No ( )      N/A ( )

**13. Military PCS only: endorsement stating that government quarters were not assigned at new permanent duty station.**

Yes ( )      No ( )      N/A ( )

**14. Miscellaneous PCS discrepancy (please specify).**

Yes ( )      No ( )      N/A ( )

**15. Miscellaneous TDY discrepancy (please specify).**

**Separation travel allowances, verify the following are attached, as required:**

Yes ( )      No ( )

**1. Separation travel orders.**

Yes ( )      No ( )

**2. Separation travel allowances election certification.**

Yes ( )      No ( )

**3. Verify that the distance for which travel is claimed does not exceed the distance to the home of record or place of enlistment as appropriate.**

**Retirement travel allowances, verify the following are attached as required:**

Yes ( )      No ( )

**1. Complete retirement travel orders.**

Yes ( )      No ( )

**2. Home of selection certification.**

Yes ( )      No ( )

**3. Extension approval if travel is not performed within 1 year of retirement date.**

Figure 7.4. Sampling Interval Determination Chart.

ESTIMATED MONTHLY POPULATION	SAMPLING INTERVAL SIZE	APPROX SAMPLE SIZE	ESTIMATED MONTHLY POPULATION	SAMPLING INTERVAL SIZE	APPROX SAMPLE SIZE
100	2	50	3600	37	97
200	3	67	3700	38	97
300	4	75	3800	39	97
400	5	80	3900	40	98
500	6	83	4000	41	98
600	7	86	4100	42	98
700	8	88	4200	43	98
800	9	89	4300	44	98
900	10	90	4400	45	98
1000	11	91	4500	46	98
1100	12	92	4600	47	98
1200	13	92	4700	48	98
1300	14	93	4800	49	98
1400	15	93	4900	50	98
1500	16	94	5000	51	98
1600	17	94	5100	52	98
1700	18	94	5200	53	98
1800	19	95	5300	54	98
1900	20	95	5400	55	98
2000	21	95	5500	56	98
2100	22	95	5600	57	98
2200	23	96	5700	58	98
2300	24	96	5800	59	98
2400	25	96	5900	60	98
2500	26	96	6000	61	98
2600	27	96	6100	62	98
2700	28	96	6200	63	98
2800	29	97	6300	64	98
2900	30	97	6400	65	98
3000	31	97	6500	66	98
3100	32	97	6600	67	99
3200	33	97	6700	68	99
3300	34	97	6800	69	99
3400	35	97	6900	70	99
3500	36	97	7000	71	99

## Chapter 8

### PROCESSING TRAVEL VOUCHERS

#### *Section 8A—Military Travel*

**8.1. General.** The Privacy Act of 1974 affects all travel claims. Each form that solicits personal data contains a Privacy Act statement, either incorporated in the body of the form or in a separate statement accompanying each form. This instruction requires collecting and maintaining records subject to the Privacy Act of 1974. Privacy Act system notice number A0037-1 MTMC, Defense Travel System, applies. Upon completion of travel, the traveler furnishes a complete statement of all travel performed according to the travel order. Final settlement vouchers, including no-pay vouchers, must contain a complete itinerary for the entire travel period including round-trip temporary duty (TDY) away from a TDY point and all leave periods used. The FSO is not required to pay incomplete, improperly prepared, or doubtful claims. AF Form 828, Incomplete Travel Claim or Notice, or computer-generated substitute may be used to return incomplete travel claims to the claimant. The Customer Support area establishes internal controls and necessary procedures to ensure receipt of required information.

**8.2. Forms.** These forms are authorized for paying travel allowances to travelers:

- 8.2.1. DD Form 1351, Travel Voucher.
- 8.2.2. DD Form 1351-2, Travel Voucher or Subvoucher.
- 8.2.3. DD Form 1351-2c, Travel Voucher or Subvoucher (Continuation Sheet).
- 8.2.4. DD Form 1351-3, Statement of Actual Expenses.
- 8.2.5. DD Form 1351-6, Multiple Travel Payment List.
- 8.2.6. SF 1164, Claim for Reimbursement for Expenditures on Official Business.
- 8.2.7. AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour.

**8.3. Use of the Forms.** These permit a choice between one payment on one form or multiple payments on two or more forms. Use of other forms or deviation from these is not authorized:

- 8.3.1. DD Form 1351--to pay travel advances, supplemental payments or as the coversheet to multiple payments.
- 8.3.2. DD Form 1351-2 --to pay completed travel for military, civilian and their dependents, if applicable.
  - 8.3.2.1. Use DD Form 1351-2 as a consolidated statement of travel for a number of persons with identical itineraries. Show the individual settlements on DD Form 1351-6. Voucher the DD Form 1351-2. Use this form for dependents' travel and dislocation allowance. In addition this form is to be used for submitting claims for reimbursement for transportation of mobile homes used as a residence. Also used to substantiate a supplemental payment when a corrected itinerary is necessary.
- 8.3.3. DD Form 1351-2c. Use this form as a continuation sheet for DD Form 1351-2.
- 8.3.4. DD Form 1351-3. Use this form to claim actual subsistence expenses for travel and TDY performed under an actual expense basis.

8.3.5. DD Form 1351-6. Use this form to make multiple payments for travel and TDY performed under like conditions and circumstances. Do not use when paying civilian PCS advances.

8.3.6. SF 1164, Claim for Reimbursement for Expenditures on Official Business. The authorization for reimbursement of expenses incurred within and around a TDY station are normally included in the order and claimed in item 5 of the DD Form 1351-2. If reimbursement for expenses is approved after the travel, use a SF 1164 to show approval and attach it to the DD Form 1351-2. SF 1164 is also used to claim expenses incurred in connection with recruiter duty and expenses incurred within and around the permanent duty station.

**8.4. Voucher Preparation.** Travelers complete all vouchers, schedules, claims, and attached statements using non-erasable ink or electronic form programs. Make voucher entries as specifically directed. A voucher must be submitted any time travel is performed incident to a travel order regardless of monetary allowances accruing. All Reserve Component members who performed duty in a commute status not within the corporate limits, and were not in per diem status, may submit their AF Form 938 with completed POV statement for claims of mileage only in place of a DD Form 1351-2.

**EXCEPTIONS:** Civilians who travel on orders at no expense to the Government are not required to file a voucher. Individuals who travel on unfunded EML orders are not required to file a voucher.

#### **8.5. DD Form 1351, Travel Voucher.**

8.5.1. Block 3-Payment for. Check appropriate block for item of entitlement being paid (items a. through h.). If entitlement being paid is not listed, enter entitlement in items i. or j.

8.5.2. Block 5-Individual Payment. Enter traveler identification data in items a. through e. The entitlement(s) and amount(s) being advanced must be identified in item f. Amount of allowance either requested or computed will be entered in item f.

8.5.3. Block 8-Remarks. Enter an explanation of how entitlement was computed, if required. When paying supplemental payments or advances for separation/retirement travel refer to [Chapter 8](#) and [Chapter 9](#) for additional requirements.

**8.6. DD Form 1351-2, Travel Voucher or Subvoucher.** This form is used in the settlement of PCS and TDY claims for all travelers. Unless otherwise specified, travelers must furnish the following information in their travel statements.

##### 8.6.1. Itinerary:

8.6.1.1. Duty status statement.

8.6.1.2. TDY. Annotate words "duty", "non-duty", or "N/A" (not available for duty) as applicable as the first and last entry, and on the departure day from the TDY point. This entry will suffice as member's certification as to whether member did (duty) or did not (N/A) perform duty for the majority of the day on the departure/arrival day from or to the PDS or perform duties on the departure day from TDY point. "Non-duty" means member's regularly scheduled non-duty day.

8.6.1.3. PCS. For departure day annotate "out-processing" only if out-processing was actually performed on departure day from old PDS. If TDY en route is involved, reflect a duty status statement for the departure day from the TDY point. Determine allowable travel time, leave, or proceed time charges (do not use estimated travel time as shown on the travel orders). **Note:** For

ACSC/AWC Students, have the member certify the departure date, since these students normally out-process en masse a week prior to graduation.

8.6.1.4. Date travel begins.

8.6.1.5. Date of arrival and departure at each of these places:

8.6.1.5.1. Place(s) of TDY.

8.6.1.5.2. Place(s) at which transportation mode changes.

8.6.1.5.3. Place(s) of delay en route incident to the transportation mode. Do not list routine connecting stops in CONUS except for ground locations at 2400 hours and arrivals or departures at port of embarkation (POE) or port of debarkation (POD). When travel is performed by privately owned conveyance (POC), it is necessary to list all overnight stops for TDY travel.

8.6.1.5.4. Place(s) where leave is taken. If leave is taken while TDY with a subsequent return to the same TDY location, points of travel must be shown. Military traveling PCS entirely by POC need not show leave locations in the itinerary.

8.6.1.5.5. Place of receipt of cancellation, modification, or revocation of orders.

8.6.1.5.6. From TDY point to PDS or home for personal reasons.

8.6.1.5.7. Vehicle processing ports/VPCs for the pickup or delivery of a POV when shipment of POV is authorized for a permanent change of station.

8.6.1.5.8. For PCS-Show date when arriving for duty at the new PDS.

8.6.1.6. For TDY-Show date when returning to duty location or residence.

8.6.1.7. Members of the Reserve components, performing ACDUTRA, whose orders reflect "will commute," only need to show departure from home and arrival at duty station and arrival at home on the last day of duty. Members whose orders reflect "will not commute," and who voluntarily commute are authorized mileage according to JFTR, par. U7150. The voucher must show the first and last day of duty and contain the statement "commute daily (date) through (date)."

8.6.1.8. Except as required in par 8.6.1.7. above, travel during TDY while on pass, during weekends, holidays, and off-duty days, when duty is not required need not be shown on the itinerary since this travel does not affect the per diem computation unless the member returns to the home/PDS.

8.6.2. Transportation Modes. List each transportation mode used. This includes all government transportation and all transportation modes between points of delay en route chargeable as leave. In listing the modes, use a combination of two letters to form a descriptive symbol. The reverse of applicable forms shows the authorized letters. The first letter shows how transportation was obtained; the second letter shows the actual transportation mode used. Travelers must check owner/operator or passenger block (DD Form 1351-2, block 16), as appropriate, when traveling by POC. Owner/operator category includes the person primarily responsible for payment of operating expenses.

8.6.3. Cost of Lodgings.

8.6.3.1. Annotate lodging cost(s) in Block 18, if applicable.

8.6.3.2. A receipt is required for all lodging regardless of amount (JFTR, par. U2510). An administrative statement on the orders or on the settlement voucher is required to support the non-availability of government quarters. (See JFTR, par. U1045 for quarters availability requirements.)

8.6.4. Lost or Destroyed Receipts. If a lodging receipt is lost or destroyed, the traveler must provide a statement showing dates, places, and amounts. This statement may be either a separate attachment or included on the travel voucher.

8.6.5. Deductible Meals. Show number and date(s) deductible meals were used in block 19.

8.6.6. Other Considerations:

8.6.6.1. Advances/Prior Payments. Show advances/prior payments in block 9. Reference consists of amount, date paid, voucher number, and disbursing station number.

8.6.6.2. TDY to a Medical Facility for Observation and Treatment. Administrative statement of date and time of admission and discharge is required when traveler is an inpatient for any part of the TDY.

8.6.6.3. Travelers claim terminal mileage (distance) in block 15f or 18.

**8.7. DD Form 1351-2c, Travel Voucher or Subvoucher.** This form is used only as a continuation of DD Form 1351-2. Preparation is the same as DD Form 1351-2.

**8.8. DD Form 1351-3, Statement of Actual Expenses.** When using this for travelers claiming actual expense reimbursement, the traveler prepares the claim as follows:

8.8.1. Date. Enter each calendar day the traveler is authorized actual expense reimbursement.

8.8.2. Lodging. (See par. [8.6.3](#) of this instruction.).

8.8.3. Meals. The traveler claims the actual amount incurred (plus tip, if applicable) for each appropriate meal. If a free, deductible meal, or meal provided within a registration fee is used, annotate the meal block(s) accordingly.

8.8.4. Laundry/Dry Cleaning. The traveler claims the actual amount incurred for these services when appropriate. It is valid to prorate the actual cleaning costs into the entire period of the days actual expense is claimed in lieu of claiming a lump sum on any given day.

8.8.5. Local Transportation. The traveler may claim transportation costs not specifically authorized or approved for the travel performed.

8.8.6. Other. Complete as detailed in note 4 of the DD Form 1351-3.

8.8.7. Signature and Date. The traveler must sign and date the DD 1351-3 to authenticate the claim.

8.8.8. Actual Expense Allowance (AEA) Claims. When AEA is authorized/approved it must be computed for the entire period at that location. AEA is not computed for partial days. (JFTR, par. U4225-A). The orders-issuing official is required to sign all DD Forms 1351-3 involving claims for days of departure and return to the PDS.

**8.9. DD Form 1351-6, Multiple Travel Payment List.** When using this form to consolidate either advance payments or final settlement, prepare as follows:

8.9.1. Page. Number pages in sequence.



8.9.2. Organization and Station. Identify the organization preparing the list.

8.9.3. Date of Payment. Enter brief block date, from covering DD Form 1351 or DD Form 1351-2.

8.9.4. Payee Identification. Enter name, SSN, Travel order number, and traveler's signature.

8.9.5. On the line immediately following the last payee named enter "End of listing". Do not pay anyone whose name appears after this entry.

8.9.5.1. Total. Enter total amount of payments shown on preceding lines for the individual page. If further pages are used, the last page must show the grand total for all pages under the column headed, amount paid, and the subtotal for the individual page under the column headed "Itinerary Designation". **Note:** Do not use this form when paying civilian PCS entitlement advance(s). Use a DD Form 1351 so that each entitlement for which an advance is paid can be identified for proper entry into ATRAS.

8.9.6. When used as a final settlement voucher, use a DD 1351-2 for the itinerary.

#### **8.10. SF 1164, Claim for Reimbursement for Expenditures on Official Business:**

8.10.1. The claimant enters on the SF 1164 all information needed by the line and column designations. Also:

8.10.1.1. Enter the transportation mode used in column D.

8.10.1.2. If a POC was used, show the distance between points traveled on official business from odometer readings. (JFTR, par. U3505). When like trips between the same points are made on a repeated basis, one entry on the SF 1164 showing the distance between these points suffices. Enter as a statement on the SF 1164 "Repeated number of trips performed". When distance is not readily available from actual odometer readings, use the Defense Table of Distances to establish distances.

8.10.2. Submit SF 1164 to the FSO in triplicate when the travel master record is on file in the paying FSO.

8.10.3. When SF 1164 is prepared as a supporting document to a settlement voucher, prepare in the same number of copies and for the same distribution required for DD Form 1351-2. Enter the total amount claimed on SF 1164 in the appropriate column in block 18 of DD Form 1351-2 with a notation, "See SF 1164 attached".

8.10.4. The claimant dates and signs the SF 1164 in Block 10. Show administrative approvals required for entitlement by signature in the approving officer's block, of either the commander or designee or the order-issuing approving official. As an optional requirement in cases where the administrative approval signature element is not legible, return the form to the claimant for a typed signature element. Resource advisors are required to enter the fund cite and initial the SF Form 1164 when used as a voucher without supporting orders.

**8.11. Travel Itinerary Statement.** Upon completion of travel, the traveler furnishes a complete statement of all travel performed according to the travel order. Ensure the travel itinerary accurately shows all travel conditions having a bearing on travel time, leave, and proceed time. The traveler's statement is the basis for a claim to travel allowances. As used here, "claim" means the traveler's right to travel allowances as authorized by law and instructions. When the traveler has signed and presented the statement, it

becomes an official, integral part of the claim. As such, it is subject to Article 107, UCMJ and 18 U.S.C. 1001 (false official statements); Article 132, UCMJ and 18 U.S.C. 287 (frauds against the government), and 28 U.S.C. 2514 (forfeiture of fraudulent claims). Claimant's statement substantiates voucher on which their dependents' travel account is settled. By signing the original form, claimant authenticates the statement regardless of who prepares it.

**8.12. Statement Use.** Examine the travel statement carefully. Compare the information and reconcile with the terms of the travel order and all other available statements or copies of vouchers of prior travel payments. Check the travel time between points shown on the statement against the transportation mode shown. Use the analysis of the statement of travel and supporting documents for:

8.12.1. Computation of Travel Allowances:

8.12.1.1. Determine propriety of the claim.

8.12.1.2. Compute amounts of travel allowances authorized.

8.12.2. Adjust total amount authorized by the amount of prior payments.

8.12.2.1. Make payment, adjustment, or reject the claim.

8.12.3. Computation of Travel Time and Leave. Follow procedures and instructions in [Chapter 4](#), and [Chapter 5](#). The technician computes the military travel allowances, reviews voucher, determines allowable travel time and leave periods, and completes AF Form 985, Report of travel time and leave. If orders erroneously show leave period at PDS before or after TDY, coordinate with military pay and the member to ensure proper leave charged. Leave at PDS is properly charged on AF Form 988. For civilian travelers, the employee's supervisor determines chargeable leave.

**8.13. Attachments and Statements Affecting Computation.** The following attachments are to be used as applicable:

8.13.1. Flying/Training Mission. Flight crews engaged in scheduled air transport operations or training for such duties, support their claim with either a certified Flight Authorization, or by certification of the aircraft commander in Block 21A of DD Form 1351-2.

8.13.2. Statement of Actual Expenses. JFTR, par. U4200, prescribes the use of a statement of actual expenses to support reimbursement on an actual expense allowance basis. Travelers should itemize their expenses on a daily basis using DD Form 1351-3. The original of the statement is attached to the original DD Form 1351-2 and copies are attached to the FSO's retained voucher copy and to payee's voucher copy.

8.13.3. Nonavailability of a Directed Transportation Mode:

8.13.3.1. General. If orders direct travel by a specific transportation mode, but that mode is not available, a certificate of non-availability is needed to support payment of MALT or reimbursement of actual transportation cost. The traffic management office (TMO) at the location from which the member departs must issue the certificate (see AFI 24-101). Show on the certificate the capacity in which the officer signs and the base or organization for which the officer is acting. If a directed mode is not available at departure time, an amendment to the travel order should be published to delete this requirement if the non-availability statement cannot be obtained.

8.13.3.2. Military Air Directed.

8.13.3.2.1. If military air is directed but not available and TRs are furnished, this certificate is not required.

8.13.3.2.2. A non-availability statement is not required when a separate journey (leg of travel) commences from other than a military installation.

8.13.4. Use of Commercial Rental Vehicles. When the traveler is authorized and uses a commercial rental vehicle, the following items should be attached to the claim:

8.13.4.1. A receipt from the rental agency itemizing all charges, unless the charges are under \$75.

8.13.4.2. If a mileage charge is included, and the traveler used the vehicle partly for personal use, a statement is required showing the number of personal miles driven.

8.13.4.3. Collision Damage to Rental Vehicles.

8.13.4.3.1. Travelers will submit claims for reimbursement of personal funds paid for the repair of damages to a rental vehicle to the FSO. Documentation to support the claim is outlined in DoDFMR, Vol. 9, Chapter 4 and AFI 51-502, Chapter 2. Prior to submission to the FSO, the traveler must forward the claim to the local legal office. The legal office determines whether the damage occurred while in the performance of official business. If damage occurred while the traveler was performing official business, then reimbursement of the full amount claimed, not to exceed the deductible amount contained in the rental agreement, is authorized. If the damage occurred while on other than official business, then reimbursement is not authorized. The FSO is responsible for final approval of the claim.

8.13.4.3.2. Claims received by the FSO from a rental car agency or the traveler (when no personal funds have been paid) must be forwarded to the local legal office. The legal office determines whether the damage occurred while in the performance of official business or if willful and wanton negligence on the part of the traveler was involved. If damage occurred while performing official business, direct payment for the full amount of the claim not to exceed the deductible amount contained in the rental agreement is authorized to the rental car agency. If the rental car agency is listed on the MTMC agreement and the damage to the rental vehicle is due to willful and wanton negligence on the part of the traveler, then the rental car agency should be reimbursed or paid for the full cost of repairs to the vehicle. If the damage occurred on other than official business, direct payment to the rental car agency in the full amount of the damage is authorized; however, the amount paid by the Government must be collected from the traveler determined responsible (68 Comp. Gen. 309, B-232352, March 7, 1989). The FSO is responsible for final approval of the claim and for pursuing collection action against the responsible traveler.

8.13.4.3.3. If a third party is liable (including the traveler's private insurer), the local legal office may assert a claim under the provisions of AFI 51-502. Travelers are required to sign a statement that they are aware that any reimbursement for the rental vehicle repair cost received from the rental agency, private insurance, or responsible third party is the property of the Air Force. The reimbursement must be remitted to the FSO unless the traveler paid the repair cost to the rental car agency with personal funds and was not reimbursed by the Air Force.

8.13.5. Registration and Education/Training Fees. (AFI 65-601, Volume 1.).

8.13.5.1. Registration Fees. The authorization or approval for payment of registration fees is a function of the orders-issuing official. Registration fees, which are authorized or approved as a requirement at federally and non-federally sponsored meetings, are reimbursable.

8.13.5.1.1. Supporting Documentation.

8.13.5.1.1.1. Receipts are required for all individual expense amounts of \$75 or more. (JFTR, par. U2510).

8.13.5.1.1.2. An itemized receipt or administrative statement indicating meals and lodging included in the registration fee when the orders do not include this information. The receipt or statement should indicate which meals were included, number of nights lodging, and the cost per night.

8.13.5.2. Education and Training Fees (as defined in [Attachment 1](#) of this instruction). Receipts are required for amounts of \$75 or more.

8.13.6. AF Form 2282, Statement of Adverse Effect - Use of Government Facilities. AF Form 2282 is used to claim missed meals or nonuse of government quarters, when government meals and quarters are available and directed.

8.13.7. Government Excess Baggage. The traveler must attach the receipt to the travel settlement voucher DD Form 1351-2, Travel Voucher or Sub-voucher.

## 8.14. Signature:

8.14.1. Claimant's Signatures. Claimant signs and dates the form used to claim travel allowances. If DD Form 1351-6 is used, instructions in [Chapter 8](#) apply. If claimant is unable to sign:

8.14.1.1. Enter an X mark, in parentheses, between the claimant's given name (or names) and surname. One disinterested person, whose signature and address are entered immediately after the claimant's name, must witness it.

8.14.1.2. If physically unable to sign by mark, the claimant may authorize another person to sign. It must be done in the presence of the claimant and a witness. Certificates are executed by the person who wrote the signature and by the witness. These must state that the signature was made at the request of and in the presence of the claimant and a witness.

8.14.1.3. A court approved guardian may be authorized to sign the travel claim on behalf of a physically or mentally incapable (e.g.,) traveler.

8.14.2. Blanket/Repeated Travel Order Settlement Vouchers. The approving official prior to payment must review settlement vouchers that have used blanket and/or repeated travel orders as the authority for travel. The approving official's review can also be accomplished using separate letters that specifically address the trip being claimed. These letters must be attached to the original and first copy of the settlement voucher. Validation of approving official signature using signature cards, etc. is not required. MAJCOMs may approve waivers to this requirement for general officers, wing commanders, commanders of geographically separated units, and other designated travelers occupying similar positions.

8.14.3. Use of Facsimile Signatures. These are authorized on administrative statements supporting travel claims (statements of non-availability, etc.). A person who authorized another to use his or her

facsimile signature stamp is responsible for safeguarding against misuse. Use of a facsimile signature does not alter the responsibility of the person whose signature is used.

8.14.4. Delegated Authority for Signing Administrative Statements. The term designee, as used in this instruction, generally means a person authorized to sign documents or correspondence. The designee signs for the person who has basic responsibility. ("For the Commander", "For the Transportation Officer," etc.). This places the designee in a position of responsibility for the facts stated over the signature (see DFAS-DE 7010.1-R).

8.14.5. Use of Power of Attorney. Use of a power-of-attorney is not acceptable.

8.14.6. Special Instructions. Except for advances, and if individual DD Forms 1351-2 are signed, the signature of each individual must be obtained on DD Form 1351-6 whether payment is made by check, Electronic Funds Transfer (EFT), cash, or if no pay is due. This signature attests to the certificate at the top of the multiple travel payments list. For advances, the payee's signature is required only as a receipt for cash payment.

8.14.7. Other Authorized Signatures. The following individuals are authorized to sign a travel claim for a deceased traveler:

8.14.7.1. Legal representative, the executor, administrator, or personal representative.

8.14.7.2. Surviving spouse (widow or widower).

8.14.7.3. Summary court officer.

**8.15. Number and Distribution of Copies.** The forms listed in par. 8.2. of this instruction require distribution:

8.15.1. Original. Send the original voucher and supporting documents such as AF 2282, SF 1164, etc., plus lodging and miscellaneous receipts to the disbursing office of the FSO.

8.15.2. Retained Copy. Keep a duplicate of the voucher and supporting documents plus TRs, MTAs, and Travel Warrants in the customer support area of the FSO.

8.15.3. Payee's Copy. Furnish the payee a legible copy of the appropriate form as prescribed below:

8.15.3.1. DD Form 1351 for a single advance payment.

8.15.3.2. DD Forms 1351-2(2c) and SF 1164 if those forms are used.

8.15.3.3. DD Form 1351-6, if requested by the traveler.

8.15.4. Accountable Station's Copy. If the travel order involves funds of another station, forward a copy of that voucher to your servicing Field Site to support the for-others transactions even if no funds are chargeable to the appropriation. Attach a copy of the orders (both sides) and all documentation relative to transportation by TR or MTA. Copies of vouchers or supporting documents are not required for classification codes (see AFMAN 65-604) with the following exceptions: Budget projects or subprojects 5769.OZ or 5869.OZ. Send vouchers and supporting documents citing these projects or subprojects to DFAS-DE.

8.15.5. Copy for Customer Support Area. Send a legible copy of a member's settlement voucher to the Customer Support office. Field duty periods need to be annotated on the copy.

**8.16. Debt Collection.** The FSO initiates collection action on sums due from personnel as a result of travel. These include an erroneous payment, a delinquent advance, or a balance due from the overpayment of an advance. For erroneous payments resulting from settlement payments, the provisions of 5 U.S.C. 5705 apply for civilian employees and provisions of 37 U.S.C. 1007 apply for military members.

8.16.1. Cash Collections. Process cash collections using DD Form 1131.

8.16.2. Involuntary Collections.

8.16.2.1. Follow-up must be accomplished in accordance with **Chapter 9** to attempt cash collection.

8.16.2.2. If follow-up efforts fail, a DD Form 139, Pay Adjustment Authorization, is prepared for processing by the appropriate payroll office.

8.16.3. For individuals not on local Air Force payroll system, follow procedures in **Chapter 8** and **Chapter 9**.

**8.17. Adjusting or Collecting Travel Payments--Purpose and Scope.** See DFAS-DE Interim Guidance on Procedures for Travel Accounting Operations.

**8.18. Control Logs.** Control logs are required to be maintained in the FSO for all travel payments and collections.

8.18.1. Voucher Control Log. These logs list each voucher in numerical sequence beginning with "1" at the start of each new fiscal year (FY), with a "T" prefix for disbursement vouchers and a "CT" prefix for collections. All numbers must be accounted for. Voucher numbers not being used must be voided. The voucher control logs are submitted to the disbursing function in the FSO daily. Receipt of vouchers is verified by signing the control logs.

8.18.2. Leave Document Control Log. Account for travel generated leaves on AF Form 1486, Unit Leave Control Log. Information to include on the AF Form 1486 is:

8.18.2.1. Assign a leave authorization number beginning with "1" at the start of each new fiscal year (FY).

8.18.2.2. Date of voucher payment.

8.18.2.3. The member's name.

8.18.2.4. The member's SSN.

8.18.2.5. The chargeable leave dates.

8.18.2.6. Date leave processed on the daily register of transactions (DROT). Follow up with Customer Support on any leave authorization numbers that have been used but do not appear on a DROT within seven calendar days after the number was issued. A copy of the DROT should be obtained to verify processing of all travel-generated leaves. **Note:** Cross-reference the applicable disbursement voucher number.

**8.19. Multiple Accounting Classifications and Travel Involving Two Fiscal Years.** Travel involving multiple accounting classifications normally occurs on an order/s with funds of different organizations used to pay for the travel, or when an order directs travel across two fiscal years. Travel and related trans-

portation expenses are recorded against the accounting classification in accordance with the guidance below.

8.19.1. Per Diem. Charge per diem, including the lodging costs, to the accounting classification/FY applicable to each day.

8.19.2. Reimbursable Expenses. Charge reimbursable expenses, other than transportation expenses, to the accounting classification/FY current at the time the expense is paid by the traveler. Expenses that are incurred over a period of time, such as rental vehicles, are averaged over the period of time and charge on a daily basis to the accounting classification/FY applicable to each day.

8.19.3. Transportation Expenses (POC). This applies to monetary allowance in lieu of transportation (MALT). In determining the accounting classification/FY to charge, divide the travel portion of the TDY into legs: PDS to TDY station; between TDY stations; and TDY station to PDS. Charge the accounting classification applicable when a particular leg begins. If leave is authorized, charge the accounting classification current on the first day of allowable travel for the leg.

8.19.4. Travel Involving Two FYs.

8.19.4.1. Post that portion of an order representing a valid obligation of current year funds where travel starts in one FY and is completed in the next FY.

8.19.4.2. Post the advance in the current FY, including the portion of the advance that applies to travel extending into the next FY.

8.19.4.3. After FY-end closeout, establish an obligation for the amount expected to be earned in the new FY. Do not adjust the advance payment.

8.19.4.4. The paying FSO adjusts the portion of the advance paid at the time of settlement as follows.

8.19.4.5. Subtract the advance from the entitlements earned against the accounting classification the advance was originally paid out of.

Example:

Advance paid in FY 00 \$600

Total entitlement earned in FY 00: \$400

Total entitlement earned in FY 01: \$210

Amount due traveler: \$10

Record transactions in the accounting classification:

5703400 300 XXXX XXXXXX XX 409 XXXXXX (\$200.00)

5713400 301 XXXX XXXXXX XX 409 XXXXXX \$210.00

8.19.4.6. Ensure the net adjustments processed in the internal records agree with adjustments made in the accounting classification.

8.19.4.7. Examples of input for BQ and processing instructions are in DFAS 7077.2-M, Section 30.

8.19.4.8. Line item accounting on for-others and CMA settlement or supplemental travel vouchers is required to allow accountable stations to record expenses against the proper accounting classification and financial data elements. Under the voucherless travel system, vouchers are not forwarded to the accountable station; therefore, it is critical for the paying FSO to process the entitlement expenses to the proper accounting classification and financial data elements.

**8.20. Refusal of Amount Due.** When the settlement voucher is computed and the traveler refuses to accept all or part of the total amount due, process the voucher as prescribed below:

8.20.1. If the traveler offers the refused amount as a gift to the Air Force, collect the gift into receipt account 571299, Gifts to the United States Not Otherwise Classified (see AFI 51-601):

8.20.1.1. The traveler signs for the total amount due.

8.20.1.2. Prepare DD Form 1131, Cash Collection Voucher, with the normal entries. In addition, an offer and acceptance of the gift is entered on the DD Form 1131.

8.20.1.3. Unconditional Offer of Gift. "I (name) do hereby voluntarily and unconditionally, give, transfer and convey \$(amount), free and clear of all encumbrances, to the Secretary of the Air Force (or designee), acting on behalf of the United States of America, to have and to hold absolutely, the same forever, hereby relinquishing for myself, my executors, administrators, heirs and assigns all ownership, rights, interest and possession therein. Signature: \_\_\_\_\_  
Date: \_\_\_\_\_."

8.20.1.4. Gift Acceptance. "Dear (name), I received your offer of gift dated (date) by which you transferred \$(amount) to the United States as a gift. By authority of the Secretary of the Air Force, I accept with pleasure your gift of \$(amount) pursuant to 10 U.S.C. 2601. Thank you for your kindness and generosity. Sincerely yours, (Authorized Signature)."

8.20.1.5. Give the traveler completed copies of the disbursement and collection vouchers.

8.20.1.6. Ensure that the disbursing voucher and collection voucher is properly cross-referenced.

8.20.1.6.1. On the disbursement voucher, enter: "Traveler donated \$ (amount) and it is collected on collection voucher (number), dated, ADSN of (number)."

8.20.1.6.2. On the collection voucher enter: "See disbursement voucher (number) dated (date) ADSN (number) for payment collection computation."

8.20.2. If traveler declines to offer the refused amount as a gift to the Air Force:

8.20.2.1. Enter the amount accepted in the Amount Paid block of the traveler voucher.

8.20.2.2. Annotate the voucher with the statement "Traveler Refuses the Total Amount Due of \$(amount) and accepts only \$(amount)."

8.20.2.3. Retain a balance of the established unliquidated obligation equal to the entitlement amount refused by the traveler. This is necessary in case the traveler later requests the remainder of the entitlement (54 Comp. Gen. 393 (1974) and 26 Comp. Gen. 956 (1947)). This balance is retained as a valid obligation for 6 years (statute of limitations) after the date travel was performed. Retain a copy of the signed memorandum declining the entitlement with the AEU supporting documents.



**8.21. Promotional Gratuities.** (See AFI 51-601).

**8.22. Travel Payments Control.** Each voucher for a travel payment must cite the last previous voucher paid under the same travel authority. Settlement vouchers supported by blanket or repeated travel orders need only cite previous vouchers paid in conjunction with the particular trip being claimed.

8.22.1. Voucher Distribution. If the ADSN charged is not the traveler's final destination, send a copy of the voucher to the FSO responsible for paying travel allowances for the traveler's PDS.

8.22.2. By Whom Applied. The FSOs identified below apply the controls as indicated:

8.22.2.1. Old Servicing FSO (if travel is a PCS):

8.22.2.1.1. Gives traveler a copy of voucher and forwards copy to gaining/servicing FSO.

8.22.2.2. Servicing TDY Station or TDY en Route:

8.22.2.2.1. Gives traveler a copy of voucher and forwards copy to gaining/servicing FSO.

8.22.2.3. New Servicing FSO (if travel is PCS):

8.22.2.3.1. Use the Central Travel History Record (CTHR) to verify any previous payments made to the traveler, if applicable. Use documents borrowed from traveler, if necessary, to verify entitlements in settling the travel allowances. Attach all source documents to the retained copy of the member's PCS settlement voucher.

8.22.2.4. Applies To. These controls are applied to all Air Force personnel in a travel status.

**8.23. Processing**

8.23.1. Travel Time and Leave Computation. The clerk computing the travel settlement claim determines allowable travel time and leave periods and completes AF Form 985, Report of Travel Time/Leave, when applicable. All travel vouchers, which involve leave charges, are to be reviewed and initialed in the "Reviewed By" Block of AF Form 985.

8.23.2. Preparation of AF Form 985. When leave is taken in conjunction with official travel prepare AF Form 985 as follows:

8.23.2.1. Check either PCS or TDY, as applicable.

8.23.2.2. Enter the applicable travel order number in the appropriate block.

8.23.2.3. Enter the voucher number assigned to the settlement claim. Voucher number may be included at a later date if the PCS claim is incomplete and the AF Form 985 is being processed for SG03 purposes.

8.23.2.4. Enter the ADSN of the servicing FSO in the applicable block.

8.23.2.5. Enter "0" in the TLR ID block.

8.23.2.6. Enter "SB" in the Format ID block.

8.23.2.7. Enter "03" in the Action ID block.

8.23.2.8. Enter member's SSN, name, and grade in the applicable blocks.

8.23.2.9. Use inclusive dates for leave periods. If more than four periods of leave are involved, show the additional periods in the "Remarks" section.

8.23.2.10. Reference DFAS-DEM 7073-1 for a description of leave codes.

8.23.2.11. Check appropriate leave area.

8.23.2.12. Assign leave authorization number.

8.23.2.13. Use inclusive dates for allowable travel time periods. If more than three allowable travel time periods are involved, show the additional periods in the "Remarks" section.

8.23.2.14. Enter total travel time in the applicable block.

8.23.3. Preparation of AF Form 985 for Permissive TDY Travel. Same as par. 8.22.2. above except that "T" is entered in the MIL LV TYPE block.

8.23.4. Preparation of AF Form 985 for Funded Emergency Leave. Same as par. 8.22.2. above except that leave is charged in the following manner:

8.23.4.1. Travel authorized from CONUS to overseas and return.

8.23.4.1.1. The first possible period of leave is the departure day from the PDS, through the day before arrival at the CONUS APOE. Enter leave area "1" and leave type "A".

8.23.4.1.2. The second possible leave period is the day after arrival at the overseas APOD in leave area through the day before arrival at the overseas APOE in the leave area for return. Enter leave area "2" and leave type "D".

8.23.4.1.3. The third possible leave period is the day after arrival at the CONUS APOD, through the day before arrival at the PDS. Enter leave area "1" and leave type "A".

8.23.4.2. Travel authorized from overseas to CONUS and return. The member is in a duty status through the arrival day at the CONUS APOD and from the arrival day at the CONUS APOE for return through the arrival day at the PDS. Leave is charged from the day after arrival at the CONUS APOD through the day before arrival at the CONUS APOE for return. Enter leave area "1" and leave type "D".

8.23.4.3. Travel authorized between overseas areas. The member is in a duty status through the arrival day at the overseas APOD in the leave area and from the arrival day at the overseas APOE in the leave area for return through the arrival day at the PDS. Leave will be charged from the day after arrival at the overseas APOD in the leave area through the day before arrival at the overseas APOE in the leave area for return. Enter leave area "2" and leave type "D".

8.23.5. Distribution of AF Form 985:

8.23.5.1. Attach the original to Military Pay's copy of the voucher. Attach duplicate to the FSO's retained copy of the voucher. Attach triplicate to member's copy of the voucher.

**8.24. Summer TDY Programs.** Contact the USAFA FSO, before making any per diem payments to USAFA cadets during summer TDY programs.

**8.25. Individual Mobilization Augmentee (IMA) Reservists.** Reservists assigned to PAS code 96XXXXXX and S8XXXXXX must request travel payments from Consolidated Accounting and Finance Office (CAFO) Dobbins ARB, Georgia.

**8.26. Retirement /Separation.** Final payments for dependent travel may be paid prior to the effective date of member's separation or retirement; however, to avoid possible overpayments dependent vouchers cannot be settled prior to settlement of member's voucher. If dependent vouchers are received prior to the member's voucher, return voucher to the member for resubmission with the member's settlement voucher. Vouchers must be suspended in case any change to the JFTR are made between date of payment and actual date of separation or retirement, which would impact the member's entitlement. All retirement/separation vouchers are settled by the losing FSO.

8.26.1. If traveler has an indebtedness at separation or retirement, see DFAS-DE Interim Guidance on Procedures for Travel Accounting Operations.

8.26.2. Retiree, Select Overseas Home of Selection (HOS). When a retired member selects a home in an overseas location, which is not the member's HOR or point from which the member was initially called or ordered to active duty, the member's reimbursement is limited to the cost to the government had the member selected a home at a specified place in the CONUS (JFTR, par. U5130-A1).

8.26.2.1. The limitation for travel and transportation reimbursement and the shipment of household goods (HHG) costs must be based on the same CONUS location. The point, which is most advantageous for travel purposes, is not always the point most advantageous for the shipment of HHG. Follow these steps:

8.26.2.2. At the retirement briefing, MPFs should advise members who elect to retire in an overseas location to contact their local FSO for assistance and counseling on determining and documenting the CONUS point on which their travel and transportation entitlement is to be based.

8.26.2.3. The FSO should counsel the member on entitlements according to JFTR, par. U5130-A1. The member should be advised that travel is not required to the specified CONUS point, only designate it to be used for travel and transportation (including HHG) cost comparisons. FSO should pick the further point from the PDS and explain the travel entitlements to that point.

8.26.2.4. The retiree should be sent to TMO for counseling. The TMO determines the point most advantageous for the shipment of HHG. The TMO provides the member with the estimated cost for the shipment of HHG to the overseas HOS, the point mentioned above and the point selected by the FSO based on the member's estimated weight of HHG. The retiree should be sent back to the FSO.

8.26.2.5. The FSO determines the member's travel entitlements to the point selected as most advantageous for shipment of HHG. At this time the retiree must select a CONUS point that is most advantageous when considering HHG shipment and travel entitlements. This point must be documented and used by the TMO and FSO for entitlement purposes.

### ***Section 8B—Dependent Travel***

**8.27. Members must substantiate claims for reimbursement for travel of dependents in these specific cases:**

8.27.1. Travel Orders. Members must support claims for reimbursement with three copies of the PCS orders. If dependents travel from a location other than member's last station, three copies of the preceding PCS orders also must be furnished. When a PCS order is amended, rescinded, or revoked after dependents commence travel, three copies of the change of orders must be furnished, and a statement showing date and place notice was received.

8.27.2. Assignment to Unaccompanied Tour. Upon assignment to an unaccompanied tour where dependents were not permitted to accompany member, claims for reimbursement must be supported with:

8.27.2.1. Three copies of dependent travel orders if issued.

8.27.2.2. If dependents performed transoceanic travel at personal expense, a receipt must be obtained showing the kind of transportation, the cost, and the points between which the transportation was used. Obtain a certificate from the origin TMO stating government procured transportation was not available, if appropriate. A U.S. Flag Air Carrier must be used, if not available, a statement to this effect is required. (JFTR, Chapter 3, part B).

8.27.3. Assignment from Unaccompanied Tour to Accompanied Tour. When a member is relieved from an unaccompanied tour and is assigned to an accompanied tour or when the restriction against dependents' travel is removed, claims for reimbursement must also be supported with:

8.27.3.1. Three copies of dependents' orders to rejoin the member if issued.

8.27.3.2. If dependents performed transoceanic travel at personal expense, information is required as shown in par. [8.23.2.2.](#) above.

**8.28. Dependent Travel for Home Basing and Follow-on Assignments.** If the member's order restricts travel of dependents to the home-basing/follow-on location and transportation is performed to a different location, PCS allowances are payable according to JFTR, Chapter 5, Part C. When such payments are made, report the violation of the home-basing/follow-on agreement to the local MPF for possible change in assignment action.

### ***Section 8C—Dislocation Allowance***

#### **8.29. Members must substantiate claims for dislocation allowance with the following :**

8.29.1. Members without Dependents (E4 and Below). Support the claim with copies of a statement from the commander, or designee, at the new duty station that the member was not assigned permanent government quarters at that station.

8.29.2. Members without Dependents (E5 and Above). A statement by the member, on the face of the claim or by separate attachment, is permitted in lieu of the document required in [8.29.1.](#) above. This statement must include the words that permanent government quarters were not assigned.

**NOTE:** A member with dependents who does not relocate the dependents is considered a member without dependents for DLA.

8.29.3. Promotions after PCS Order Issuance. Members, promoted after PCS orders issuance and on or before the effective date of orders, are authorized DLA based on the higher grade. Examples of valid evidence are:

8.29.3.1. Promotion orders or a "MD" print from the MMPA.

8.29.4. Members with Dependents. Show all eligible dependents in Block 12.

#### **8.30. Unique Processing Requirements:**

8.30.1. Reference to Secretarial Finding. When a member performs more than one PCS in the same FY in which a Secretarial determination is required for payment of DLA (JFTR, par. U5620 and AFI 36-2110, par. 2.52), the travel order must cite the letter or message of approval from the Secretary of the Air Force (SAF). When not cited in the travel order, verify the existence of the letter or message of approval before DLA is paid. Authority from AFPC/DPMRPP must be cited on the payment voucher. SAF approval for more than one PCS in a FY is not required in time of national emergency, war, school tours (20 or more weeks), or hospital PCSs.

8.30.2. Old and New PDS in Proximity to Each Other or Reassigned between Activities at the Same PDS. Support the claim with copies of:

8.30.2.1. The official personnel action document directing the reassignment, to include AF Form 2096, Classification/On-the-Job Training Action or,

8.30.2.2. A special order, to include a composed order and,

8.30.2.3. A properly approved household goods movement notice. **Note:** The DLA paid under this paragraph is changed to accounting classification 57(FY)3500 32(FY) 5762.0\*(officer) or 5862.0\*(enlisted) 525725. \* Is the applicable subproject shred (F for with dependents and S for without dependents). The accounting classification must be annotated on the household goods movement notice.

8.30.3. Partial DLA. Payments are made on a DD Form 1351-2. The member must include both old and new addresses on the DD Form 1351-2. Additional required documentation is the AF Form 150, Drayage/Storage Authorization-Government Quarters, authorizing the move as for the government's convenience, and proof that the move has been completed. The proof is in the form of: for PPMs the DD Form 2278, Application for Do it Yourself Move and Counseling Checklist, signed by TMO and for contracted moves the SF Form 1103, U.S. Government Bill of Lading (GBL), also signed by TMO. All payments are made after the move has been completed.

### ***Section 8D—Shipment and Storage of Privately Owned Vehicle***

**8.31. Claims Procedure and Authority for Shipment of Privately Owned Vehicle.** The PCS order and DD Form 788, Private Vehicle Shipping Document for Automobile, are required to support payments for travel to and from the vehicle port/VPC. In case where a member performs PCS travel and has a commercial shipping firm process the vehicle for transport to and from the vehicle port/VPC at government expense, a DD Form 788 is normally not in the member's possession at the time the claim is processed for payment. The DD Form 788 or a statement from the member accompanied by a copy of the commercial firm to support the payment is acceptable in this instance. **Note:** A separate temporary duty (TDY) order is not required when a separate trip is performed for members travel using the PCS order. JFTR, par. U5425-B, authorizes reimbursement for shipment of a privately owned vehicle (POV) at personal expense but only in exceptional cases. Make these reimbursements on an SF 1113, Public Voucher for Transportation Charges, and an SF 1113a, Public Voucher for Transportation Charges (Memorandum Copy). Support the voucher with the member's PCS orders, statement of the government representative who furnished the erroneous advice resulting in the member shipping POV at personal expense (51 Comp Gen. 838 (1972)), and TMO's statement concerning constructed government cost, and receipt for costs incurred.

**8.32. Claims Procedures and Authority for Storage of Privately Owned Vehicle.** JFTR, par. U5464, authorizes reimbursement for storage of a privately owned vehicle (POV) when POV transportation is not authorized or storage in connection with contingency operation TDY. The member must provide a copy of the PCS/contingency TDY order and a copy of the paid storage receipt. POV storage payments are made after the fact, on a monthly basis.

### ***Section 8E—Household Goods***

**8.33. Reimbursement for Personally Procured Transportation.** (JFTR, par. U5320-D).

8.33.1. Claims for Shipment of HHG at Personal Expense. Submit claims for shipment or storage of HHG and baggage to the FSO servicing member's station. If the claim is proper and contains applicable documents listed in **8.33.2.**, the FSO makes payment and sends a copy of the payment voucher and attachments to DFAS-IN Transportation Division. That office determines if any excess costs are involved and forwards it to the Air Force Excess Cost Adjudication Function (ECAAF), Joint Personal Property Shipping Office-San Antonio, Texas for collection action.

8.33.2. Supporting Documents to Accompany Claims for Shipment of HHG:

8.33.2.1. Statement from the TMO on the constructed cost of shipment, accessorial services, or storage by GBL, that charges claimed are reasonable, and if applicable, that the member was instructed to personally arrange shipment.

8.33.2.2. Properly executed DD Form 1351-2 to include the member's certification: "I certify that this shipment (including drayage, storage, packing and crating) consisted of household goods and personal effects. These items belonged to me and were used by me (or my dependents) before my transfer effective date (TED). They were not intended directly or indirectly for any other person or persons, or for sale. The following shipments were previously made at government expense under the identical travel orders supporting the claim. (If no previous shipments, show 'none'.) I further certify that the declared Professional Books, Papers & Equipment belong to me and are necessary in the performance of my official duties."

8.33.2.3. FSO must verify that members submitting the HHG claims have not applied for a Personally Procured Move (PPM). FSO must request the claimant to submit a letter (signed/dated) stating that he or she did not request shipment under the PPM program. FSO must verify this fact with a phone call (message if necessary) to the claimant's losing FSO or losing TMO. An annotation on DD Form 1351-2 indicating verified by, date verified, person(s) contacted and place contacted is required to support the reimbursement for the personally procured shipment claim.

8.33.2.4. Three copies of all applicable orders.

8.33.2.5. Receipted bills signed by the company's authorized agent.

8.33.2.6. Copy of time extension certificate, power of attorney, or written authorization.

8.33.2.7. A claimant's statement showing necessity for any storage over 90 days. This is a personal statement. Non-availability of government storage is not an acceptable explanation.

8.33.3. Special requirements in addition to those in par. **8.33.2.** above:

8.33.3.1. Itemize packing charges to show size, type, and number of containers used with charge for each.

8.33.3.2. Receipts for packing, crating, drayage, unpacking, and uncrating must be itemized. Support with a statement by TMO for the area on availability of government facilities. Show costs if TMO had performed or procured the services. (This is not required for accessorial services itemized on a GBL for line-haul van shipment.)

8.33.3.3. When claim is for temporary commercial storage, attach:

8.33.3.3.1. A copy of the GBL or other shipping document showing performance of shipment.

8.33.3.3.2. A claimant's statement showing the necessity for any storage over 90 days. This is a personal statement. Non-availability of government storage is not an acceptable explanation.

8.33.3.3.3. Statement by the TMO, or representative, nearest the point of storage showing:

8.33.3.3.3.1. If government storage was available. Also, whether HHG could have been stored unpacked and uncrated if the initial move was by van. If shipment was by ordinary freight, show whether facilities for packed and crated HHG were available.

8.33.3.3.3.2. If conditions existed beyond control of the owner to preclude withdrawal from storage in the first 90 days.

8.33.3.3.3.3. Itemized cost had services been performed or procured by the government.

8.33.3.4. When a conveyance or operator of a conveyance is rented or hired, include:

8.33.3.4.1. Copy of the rental or hiring agreement.

8.33.3.4.2. Carrier inventory if movement is by approved household goods van carrier.

8.33.3.4.3. Certified weight tickets if an approved household goods carrier makes move. If member performs the move in a rental or privately owned truck or trailer and is unable to obtain certified weight tickets see JFTR, Vol. 1, Air Force Supplemental, Uniformed Service Personnel.

8.33.3.5. When GBL or contract has made shipment and claim is for charges not assumed by the government, furnish a copy of the shipping document.

8.33.3.6. When shipment is incident to reenlistment, attach two copies of the separation orders from prior enlistment.

8.33.3.7. When shipment is incident to retirement, attach a copy of the voucher paying personal travel to home of selection.

8.33.3.8. Cash (or collect) on delivery (COD) charges must be itemized for services performed by company making the charge.

#### **8.34. Accessorial Services :**

8.34.1. If a member or owner incurs expenses for storage, drayage, packing, crating, uncrating, or unpacking, and requests reimbursement, the member should file a claim with the nearest FSO. FSO checks to assure that:

8.34.1.1. Claimant completes and signs a SF 1034, Public Voucher for Purchases and Services Other Than Personal, to include certification of the claimant in this form: "I hereby claim reimbursement for accessorial charges in the amount of \_\_\_\_\_. I certify that the HHG and personal

effects belonged to me and were used by myself (or dependent) before the effective date of change of station orders. They were not intended directly or indirectly for any other person or persons, or for sale. These accessorial charges were previously made at government expense under identical travel orders supporting this claim." (If no accessorial charges were previously made, show none.) "I further certify that the declared professional books and equipment belong to me and are necessary for my official duties."

8.34.2. TMO furnishes a statement of constructed cost had the government arranged for the provided services.

8.34.3. Receipted bills signed by an authorized agent of the company providing service.

### **8.35. Personally Procured Move (PPM) for Moving Personal Property:**

(Formerly the Do-it-Yourself Move Program)

#### **8.35.1. FSO Responsibility:**

8.35.1.1. Processes claims for advance operating allowances.

8.35.1.2. Processes collection action of advance for operating allowances when notified by TMO that such action is appropriate.

8.35.1.3. Provides copies of the certification of expense forms to the TMO for use as a handout during PPM counseling.

#### **8.35.2. Payment Procedures - Advances:**

8.35.2.1. Members may obtain advance PPM operating allowances to help defray expenses. TMOs may authorize an advance limited to 60 percent of the estimated GBL or local contract cost. (**Note:** This is equivalent to 95 percent of the PPM entitlement.) The TMO inserts the following information in the remarks section of DD Form 2278, Application for Do-it-Yourself Move and Counseling Checklist: "Operating allowance in the amount of \$ \_\_\_\_\_ is authorized." If the member is either not authorized or does not choose to receive an advance payment, the TMO so states in the remarks section of the DD Form 2278.

8.35.2.2. The TMO directs the member to the FSO for the advance payment.

8.35.2.3. Annotate the remarks block of all copies of DD Form 2278 with the voucher number, DSSN, and date. Assure member is in possession of Certification of Expense Form and counsel the member to turn it in with the settlement claim.

8.35.2.4. Use funds cited on the travel order for all payments. For 57\*3500 appropriation charges, subproject \*Y must be recorded on all funding documents except for projects 5720, 5820, 573X, 5742, 5769, 5869, and 5882. (See AFMAN 65-604.)

8.35.2.5. Record payment in BQ according to DFAS-DE 7077.2-M, Section 30.

8.35.2.6. For Army, Navy and Marine Corps member, PPM operating allowance documentation is processed according to the appropriate Service instruction. Copies of the DD Form relating to Navy moves are sent to the Naval Material Transportation Office, Z-133-c/o Code 024, Naval Base, Norfolk, Virginia 23511. Send copies relating to Marine Corp members to C-6 Code 470, Marine Corp Logistic Base, Atlantic Albany, Georgia 31704. Return the original and three copies of the DD Form 2278 to the member with one copy of the DD 1351, mentioned above. Incentive



payments are paid to members of other Services by their own Service; these payments are not paid by the Air Force (Exception: when 57\*3400 funds are paying for the move).

#### 8.35.3. Payment Procedures - Settlements.

8.35.3.1. Final payment for PCS related PPM moves are paid by the FSO. Payment vouchers are supported by:

8.35.3.1.1. DD Form 2278, Application for Do It Yourself Move and Counseling Checklist, with TMO constructed GBL or local contract cost and the member's certification.

8.35.3.1.2. Copy of certified scale tickets (gross and empty) or constructed weight statement. When the conveyance and the contents both qualify as household goods (i.e., boat and boat trailer) a gross weight certificate only is acceptable.

8.35.3.1.3. Member certification of expenses. (Member signature is required). The certification serves as the claim form in lieu of DD Form 1351-2 for PCS moves.

8.35.3.1.4. Copy of the travel order. AF Form 150, Drayage/Storage Authorization - Government Quarters, is used in place of an order, for local moves and cites 57\*3400 O&M Funds.

8.35.3.2. Record payments in BQ according to DFAS-DE 7077.2-M, Section 30.

#### 8.35.4. Income Tax.

8.35.4.1. Federal income tax must be withheld from the financial profit portion (excess of allowance over certified expenses) earned by PPM participants. The FSO enters Federal tax withholding (FITW) deduction at the current Internal Revenue Service (IRS) rate in the payment computation payment block of the payment voucher as appropriate. (See DFAS-DE 7077.2-M, Section 30).

### ***Section 8F—Mobile Home Allowance***

**8.36. Forms.** DD Form 1351-2 is used to claim mobile home allowance.

**8.37. Substantiating Documents.** The member's travel order supporting the voucher must contain authority to move a mobile home. In the case of personally procured transportation of a mobile home, a statement of authorization issued by a TMO is required. Include the information prescribed below.

8.37.1. Information Necessary for Computations. Complete DD Form 1351-2, Block 15 to show the starting point and destination within CONUS or Alaska.

8.37.2. Dependent Travel Authorization. When a mobile home is transported to or from a designated place under JFTR, par. U5505, the claim must be supported with three copies of the orders authorizing the dependents' travel to the member's station.

8.37.3. Evidence of Movement by Personally Procured Commercial Transportation. Where a claim involved movement of a mobile home by personally procured commercial transportation, the original voucher must be supported with the original or legible copy of the commercial transporter's bill. The bill must be completely itemized to preclude the settlement of unauthorized costs. Where the voucher includes settlement of an advance of mobile home allowance and the transporter is the same one submitting the estimate on which the advance was based, the FSO attaches to the DD Form 1351-2 the transportation agent's statement furnished with a copy of the DD Form 1351 received from the FSO who paid the advance. The claimant uses either a paid or unpaid bill to support claim for mobile home allowance.

**Table 8.1. FSO Responsible for Claim Payment.**

<b>FSO RESPONSIBLE FOR PAYMENT OF CLAIM</b>			
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If claim is for</b>	<b>And</b>	<b>Then it is paid by the FSO</b>
1	Travel advance (other than rule 7)	Is to be paid before travel begins to an active duty member or current employee	Serving PDS (See note 2).
2		Is additional advance to active duty member or current employee	Servicing PDS.
3		All other travelers authorized to an advance	See par. 9.4.1. of this instruction
4	Travel settlement		Serving the PDS (See note 2 and note 3).
5	Dependent travel	Is incident to a member's separation or retirement	
6		Is payable under the Missing Persons Act (37 U.S.C. 554) or upon death of a member (37 U.S.C. 406(f))	Serving area where dependents, authorized transportation under JFTR, par. U5241-D, choose to reside (See note 4).
7		Is for travel other than in rule 4 or rule 5 above	Having claimant's automated travel record (See note 2).
8	Dislocation Allowance		Authorized to pay the travel.
9	Mileage payable in advance upon separation or relief from active duty (AD) or allowances payable upon completion of separation travel		At station where condition stated in column A occurs.
10	Travel upon retirement, placement on the temporary disability retired list, or discharge with severance pay		
11	Mobile home	Is claimed with reimbursement for dependent travel	Authorized to pay dependent travel
12		Is not claimed with reimbursement for dependent travel	Serving member's current permanent station. See note 6 for PPM.

<b>FSO RESPONSIBLE FOR PAYMENT OF CLAIM</b>			
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If claim is for</b>	<b>And</b>	<b>Then it is paid by the FSO</b>
13	Reimbursement for personally procured transportation of HHG and baggage		
14	Personally procured POV storage		Servicing PDS with confirmation of previous payments from the old PDS.
15	Travel of members of the Reserve components not on EAD	For travel allowances for travel upon order to and release from AD (or ACDUTRA) and during the tour of duty	Designated to provide travel payment service as determined by length and reason for tour (See note 1 and note 8).
16	Travel of members on temporary disability retired list required to take periodic physical examination (JFTR, Chapter 7, Part I)		Designated in the travel order (See note 6).
17	Unpaid travel allowances paid a deceased member or former member (retired or separated)		Servicing FSO at the time of retirement/separation.
18	Travel upon retirement, discharge, or relief from AD where station from which member was released has been inactivated	For allowances not paid by the FSO before inactivation of the installation (See note 6)	Servicing FSO at the time of retirement/separation.
19	Travel allowances accrued before separation	Claimed by out-of-service member	
20	Daily living allowance for entertainers	In connection with the Armed Forces entertainment program overseas	Refer to AFJI 34-126, paragraph 12, and table 1 for payment instructions.

**NOTES:**

1. Includes vouchers of claimants having a dual status as an Air Reserve or air technician. Maintain travel master record for these. Submits all travel vouchers for ANG personnel to the ANG base comptroller.
2. Process vouchers for civilian employees by the FSO providing T&A support unless other mutual arrangements are made.
3. For members assigned to U.S. embassies, procedures for travel payments are in Department of State/DoD agreements. Paying agent serving the embassy makes payments.
4. The paying FSO will send voucher information by message within two days of payment to the deceased member's servicing FSO who is normally responsible for payment. The spouse must certify all travel allowance payments previously paid for the travel.
5. Settlement claims for retired members who perform TDY travel on DD Form 1610 are paid by the installation whose funds are cited.
6. Only that FSO designated in the travel order may settle claim.
7. Based on TMO requirements, all CONUS/OS or OS/CONUS PCS related moves are settled at the CONUS location. If the member was authorized, and has performed a DITY to a TDY point, that DITY entitlement may be settled at the TDY FSO.
8. IMA travel vouchers are submitted for payment to IMAT-OL/FMFQ, P.O. Box 489, Dobbins ARB GA 30061-0489.

Figure 8.1. Sample AF Form 828, Incomplete Travel Claim Notice

INCOMPLETE TRAVEL CLAIM NOTICE		
FROM:		
TO:		
Your travel claim is returned for additional information or documentation as indicated below. Upon completion of necessary action, return your claim with this notice attached.		
1. ITINERARY	F. RECEIPTS FOR ANY ITEM OF REIMBURSABLE EXPENSE GREATER THAN \$25.00.	
A. COMPLETE FULLY, SHOWING POINTS OF DEPARTURE TOY, DELAY, AND ARRIVAL.	7. NONAVAILABILITY STATEMENT	
B. USE ABBREVIATIONS SHOWN ON BACK OF DD FORM 1351-2.	A. QUARTERS AND/OR MESS, DD FORM 1351-5.	
C. SHOW USE OF DEDUCTIBLE MEALS AND GOVERNMENT/OPEN MEALS.	B. ADVERSE EFFECT/IMPRACTICALITY, AF FORM 2282.	
2. REIMBURSABLE EXPENSE. ITEMIZE EACH ITEM OF EXPENSE SHOWING DATES/PLACES.	C. NONAVAILABILITY OF DIRECTED MODE OF TRANSPORTATION.	
3. TRANSPORTATION REQUESTS/MEAL TICKETS. IDENTIFY ALL TRANSPORTATION REQUEST (TRs), MEAL TICKETS (MTs), AND MAC TRANSPORTATION AUTHORIZATIONS (MTAs) ISSUED FOR TRAVEL.	D. AMENDMENTS TO ORDERS REQUIRED FOR:	
4. SHOW COST OF LODGING.		
5. SIGNATURE, SIGN AND/OR DATE THE CLAIM.		
6. ATTACHMENTS NEEDED.	G. OTHER (Specify)	
A. _____ COPIES OF BASIC ORDER AND ALL AMENDMENTS THERETO.		
B. COPIES OF TRs (SP 11699), MTs (DD Form 552), MTAs (DD FORM 1482-1), PASSENGER NAME RECORD (PNR) (AF FORM 620), AND OR GOVERNMENT EXCESS BAGGAGE AUTHORIZATION (GEBAs).		
C. IF TRs—MTs, MTAs, OR CARRIER TICKETS UNUSED, ATTACH COPY OF DD FORM 730.	FOR FURTHER ASSISTANCE WITH YOUR TRAVEL CLAIM CONTACT: EXT.	
D. LODGING RECEIPTS.		
E. DAILY MOTOR VEHICLE TRIP TICKET, GSA FORM 312.		
REMARKS		
TYPED NAME AND TITLE		
SIGNATURE		
DATE		

Figure 8.2. Sample AF Form 985, Report of Travel Time/Leave

REPORT OF TRAVEL TIME/LEAVE (JUMPS)				(CHECK ONE)		TRAVEL ORDER NO & DATE		VOUCHER NO	ADSN
				PCS	X	TDY			
FLR ID 11	FORMAT ID SB (12-1)	ACTON ID 03 (14-1)	SSN 000-00-0000 (6-14)	NAME (Last, First, Middle Initial) Brown, Kenneth E. (15-19)					GRADE SSGT
PERIODS OF LEAVE				MIL LV TYPE (32)	DAYS LV GRANTED (33-35)	LV AREA (36) CONUS OS CONUS & OS		LEAVE AUTHORIZATION NUMBER (37-43)	DAYS LV XCS GRANTED (44-46)
FROM **0419 (20-25)		TO **0426 (26-31)		B	000	X		AK-000001	000
FROM		TO			000				000
FROM		TO			000				000
FROM		TO			000				000
PERIOD(S) OF ALLOWABLE TRAVEL TIME									
FROM		TO				FROM		TO	
FROM		TO				FROM		TO	
TOTAL DAYS OF ALLOWABLE TRAVEL TIME ►					TOTAL DAYS OF ALLOWABLE TRAVEL TIME TIME FOR VMA PURPOSES ONLY ►				
REMARKS									
PREPARED BY (Initials) JJS				DATE 10 May XX		RECEIVED BY (Initials) SH			DATE 10 May XX

AF Form 985, MAY 90 PREVIOUS EDITION WILL BE USED



Figure 8.3. Sample AF Form 3540, Do-it Yourself (DITY) Move Certification

DO-IT-YOURSELF (DITY) MOVE CERTIFICATION		DATE 20031114
PRIVACY ACT STATEMENT		
<p><small>AUTHORITY: 37 U.S.C., 4060c; EO 9397, November 1943.</small></p> <p><small>PRINCIPAL PURPOSE: To review, approve, account for, and disburse Do-It-Yourself (DITY) move payments, and to determine the amount of Federal and State income taxes to deduct.</small></p> <p><small>ROUTINE USES: Data may be disclosed to the Internal Revenue Service, the General Accounting Office, State and local tax authorities, as well as to any DoD officer or employer who has a need for the record in the performance of official duties.</small></p> <p><small>DISCLOSURE: Voluntary. However, failure to furnish the requested information may result in denial of claim or treating the entire DITY move reimbursement as taxable wages for income tax withholding and reporting to the IRS and State and local tax authorities. Disclosure of the SSN is voluntary.</small></p>		
I certify that:		
<p>1. I made a DITY move beginning on <u>20031101</u> and ending on <u>20031109</u>.</p> <p style="text-align: center;"><small>(Start) <span style="margin-left: 150px;">(End)</span></small></p> <p>from <u>Peterson AFB, CO</u> to <u>Scott AFB, IL</u>.</p> <p style="text-align: center;"><small>(old location) <span style="margin-left: 150px;">(new location)</span></small></p>		
<p>2. I did / did not receive an advance payment. If an advance payment was received, the amount received was \$ <u>300.00</u>, Voucher No. <u>T0000001</u>, Paying AISH <u>525725</u>, and Date of Payment <u>20031029</u>.</p>		
<p>3. The following are expenses directly incurred in making my DITY move. (Since expenses claimed the taxable income reported on TD Form W-2, this may include only expenses allowed by the IRS. If these expenses are included as moving expenses on tax returns, be sure to show the nontaxable portion of the DITY move allowance as income not reported on TD Form W-2. This claim will be available to the IRS upon request.)</p>		
<p>a. Payments to vehicle rental companies for moving vehicle rental, packing materials, moving equipment, etc. (Attach a copy of rental contract.)</p>		\$ <u>350.00</u>
<p>b. Gasoline and oil expenses.</p>		\$ <u>175.00</u>
<p>c. Other itemized expenses directly related to household goods shipment:</p>		
TYPE OF EXPENSE	AMOUNT	
Temporary Storage	\$ 75.00	
Tolls	\$ 10.00	
Weight Tickets	\$ 5.00	
	\$	
	\$	
TOTAL		\$ <u>90.00</u>
TOTAL MOVING EXPENSES CLAIMED		\$ <u>615.00</u>
<p><small>WARNING: The penalty for presenting false claims or making false statements in connection with claims is a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both. (Act of 25 Jun 1948, 18 U.S.C., 237, 3001.)</small></p>		
<p><small>I hereby claim any amount due me. The statements on the face and the reverse of this form, and on the attached, are true and complete. Payment or credit has not been received, except as stated above.</small></p>		
NAME OF CLAIMANT (print or type) John A. Smith	SSN 000-00-0000	SIGNATURE
AF FORM 3540, 19911101 (EF-V1)		

## Chapter 9

### ADVANCES

**9.1. Forms.** The forms to be used to advance travel allowances are DD Forms 1351 and 1351-6. DD Form 1351 is the only form that can be used for separation/retirement travel and civilian PCS entitlements.

9.1.1. DD Form 1351, Travel Voucher.

9.1.2. DD Form 1351-6, Multiple Travel Payment List.

**9.2. Department of Defense (DoD) Standard Travel Advance Policy.** (DoDFMR, Volume 9.) It is departmental policy that travel advances are not authorized unless an exception is granted to the standard practice of the traveler using his or her individual government travel card or the traveler is an infrequent traveler and does not have a government travel card. Individuals who have a government travel card must obtain their cash needs via the travel card ATM. Personnel who do not have the government travel card must obtain advances through EFT. All Air Force military and civilian employees with the government travel card that travel, including permanent change station (PCS), are strongly encouraged to use the card for expenses incurred during official travel. Cardholders must charge lodging expenses in connection with official travel, including destination point and while en route. Lodging expenses charged to the card must be in support of government travel only. Cardholders may charge transportation expenses, local ground transportation, and rental car expenses authorized on travel orders. Such transportation must be in support of government business only. Cardholders may charge meal expenses in connection with official travel only while away from their home installation, including while en route to or from their travel location. Cards may be used during a PCS. Cardholders in a PCS status must assure that all card charges are paid in a timely manner. If the PCS will take more than 45 days, cardholders are allowed an EFT advance to their financial institution to cover card charges.

### 9.3. Unique Requirements:

9.3.1. Separation/Retirement. A member who is separating or retiring can be paid an EFT advance incidental to separation/retirement no more than 10 workdays prior to the member and/or dependent(s) actual travel dates. Retirees and their dependents may be advanced one hundred percent of the amount computed under **9.5.2.** below. For separation travel, other than those members serving less than ninety percent of their initial prescribed period of service, the member may be advanced MALT or transportation cost for personal travel only and seventy five percent of the applicable MALT or transportation cost only for the dependents. Per diem is not authorized in advance. For members separating with less than ninety percent prescribed service of their initial enlistment, see JFTR, pars. U5165 and U5250 for advances and JFTR, par. U5125 for entitlements. For members separating under other than honorable conditions, see JFTR, par. U5165.

9.3.1.1. If the retiree selects an overseas HOS see **Figure 9.4.** for a sample letter for the retiree to accomplish with the help of the FSO and TMO. This letter documents the member's selection of the CONUS point on which their travel and transportation entitlement will be based. This letter should be accomplished in four copies. The original should be held at the TMO and the other three are retained by the member, two of which are to be filed with the member's advance and settlement voucher.



9.3.1.2. Separatees must indicate in section V (DD Form 1351) the city and state of their intended destination.

9.3.2. Group Advances. The following procedure may be used for advance travel payments for groups on a processing line. When the traveler comes to the counter for an advance, annotate copies of the travel orders with the daily voucher number assigned for advances. Also, write the amount of the advance and the appropriate accounting classification on each travel order, if more than one is present. Give a copy of the order to the cashier who will enter the payment data on either a DD Form 1351-1 or DD Form 1351-6. The FSO balances with the cashier and prepares a DD Form 1351-cover sheet.

9.3.3. Civilian Employee Permanent Change of Station. Employees are to maximize use of the GTC for PCS travel. If an employee does not have a GTC an EFT advance by the FSO may be made. Advances covering employee PCS moves are to be made in incremental amounts to meet reimbursable expenses as they are expected to occur. Advances should be processed at the losing station for only those allowances, which the employee expects to incur a related expense concurrent with travel to the new PDS. Each allowance being advanced must be identified on the payment voucher along with the dollar amount paid. The following entitlement codes are used to record the payment into the accounting system, at the accountable station, and may be used in lieu of the entitlement name to identify the allowance being advanced on the payment voucher:

EM - Employee Travel

DP - Dependent Travel

HH - House-hunting Trip

TQ - Temporary Quarters Subsistence Expense

HG - Household Goods Shipment/Storage (not involving GBL)

MH - Mobile Home Movement (not involving GBL)

Advances for any other PCS allowances are not authorized. To prevent possible overpayments when the settlement is processed, advances computed for Temporary Quarters Subsistence Expense Allowance or Household Goods Shipment/Storage should be reduced by twenty eight percent to offset any potential tax liability.

#### **9.4. Payment of Advance Travel Allowances**

9.4.1. General. When a request for advance is submitted to the FSO, advise the traveler that any debt resulting from the receipt of the advance is subject to deduction from their payroll account. The following statement is provided to each traveler prior to or upon receipt of an advance: "Pursuant to 5 U.S.C. 5705 (employees) and 37 U.S.C. 1007(c) (members), any indebtedness resulting from the receipt of this advance may be deducted without further notice from your current pay, final pay, or other monies due you unless you make voluntary restitution." This notice may be provided on the advance payment voucher, or by any other means deemed appropriate by the FSO. Acknowledgment (signature) by the traveler is not required. The travel advance payment cannot exceed the estimate cost of the official travel. All TDY advances should be paid by the member's home station except in cases of emergency.

9.4.2. Mobile Home Allowance. If the member is unable to use the government charge card for shipment of the mobile home, the member can request an EFT advance. The member's request for EFT advanced payment of mobile home allowances must be supported by a written statement from the TMO showing the points between which the shipment is authorized based on the member's permanent change of station orders and what it would cost to ship the member's prescribed household goods allowance at government expense between such points. Procedures covering advance payment of mobile home allowance for employees are in JTR, par. C1101 and for members are in JFTR, par. U5560.

9.4.3. Dependent Travel. An EFT advance of dependent travel allowances is authorized and payable to the member upon request. An EFT advance will be paid only when it can be determined from the member that dependents will relocate from the old station. When the movement of dependents is delayed, the member must request an EFT advance of travel allowances from the new station. An EFT advance for dependent(s) of a deceased member may be paid by any Air Force installation. The paying FSO sends the voucher information by message within two days of payment to the deceased member's servicing FSO.

9.4.4. Return of Absentees, Stragglers, Deserters or Other Members without Funds. JFTR, par. U7400, permits an FSO to advance funds to an absentee, straggler, deserter or other members without funds. The funds may equal cost of meal tickets (MTs) and/or government procured transportation (formerly called TRs) necessary for travel to the new duty station or place directed by competent authority. The FSO advises the member's commander of the amount advanced and the major accounting classification from which funds were advanced. This advance is entered on the member's master military pay account (MMPA). When TRs and/or MTs are issued, take cost charge action prescribed in DFAS-DE Interim Guidance on Procedures for Travel Accounting Operations.

9.4.5. Officer Training School (OTS) Advance Payments. The losing PDS should not pay a member an advance beyond OTS. The member may elect to receive an advance after graduation from OTS from the Maxwell FSO. The Maxwell FSO should inform the member to submit all copies of orders from the last PDS to Maxwell AFB and from Maxwell AFB to their new PDS to include any TDY en route when they settle their travel voucher.

9.4.6. Personal Procedure Moves (PPM) (Formerly DITY Moves). The government travel card may be used to procure supplies and services associated with personally procured household goods shipments, mobile home moves, and PP moves. The use of the card to obtain cash advances is authorized for personally procured mobile home moves and PP moves; however, cash advances for personally procured HHG shipments are not authorized. PP moves must be approved by TMO in advance of the move. All members are strongly encouraged to obtain an estimate of the costs they expect to be reimbursed by the Government before utilizing the travel card for personally procured HHG shipments, mobile home moves, or PP moves.

9.4.7. Accrual Payments for TDYs over 45 days. Accrual payments begin 30 days from the 1<sup>st</sup> day of the TDY, and continue in such manner (payment every 30 days) until the member returns to the PDS. (Exception: Airline tickets charged to the traveler's Government Travel Card (GTC) may be paid upon traveler's request if split disbursement option is used, but not earlier than member's departure.) The only documentation required to pay an advance is the worksheet (see [Figure 9.1.](#)) and a copy of the member's traveler orders. Members are not required to fill out a travel voucher or turn in receipts until travel is complete. For payment procedures see [Figure 9.2.](#) and [Figure 9.3.](#) **Note:** Accrual pay-

ments are paid by member's home station except for PCS with a TDY en route over 45 days, which are paid by the TDY station.

## 9.5. How to Compute Advances

### 9.5.1. Temporary Duty (TDY).

9.5.1.1. Cardholder (See Glossary). Cardholders must use their Government contractor-issued travel cards to charge major chargeable expenses (see Glossary) and to obtain cash advances for authorized and allowable out-of-pocket expenses (see Glossary) through the Government ATM Cash Advance Program (See DoDFMR, Volume 9). A cardholder is not authorized an advance cash/check/EFT payment from an FSO or agent office. Exception: An FSO or agent is authorized to make an advance payment for authorized out-of-pocket expenses, computed per subparagraph 9.5.1.2. below, when the order states the cardholder is not able to use a Government contractor-issued travel card to charge major chargeable expenses and/or is not able to obtain a cash advance through the Government ATM Cash Advance Program.

9.5.1.2. Other travelers. Limit the travel advance to 80 percent of all authorized and allowable out-of-pocket expenses the traveler expects to incur during travel, plus up to 100 percent of authorized and allowable registration fees.

9.5.1.3. Travel by privately owned conveyance (POC) for the traveler's convenience. Follow the procedures in par. 4.3. of this instruction to compute the transportation allowances. See par. 9.5.1.1. or par. 9.5.1.2. above for advance payment limitation.

### 9.5.2. Permanent Change of Station (PCS).

9.5.2.1. Members. Authorized to 100 percent of authorized and allowable PCS allowances. When possible members should use the government travel card for PCS expenses. If the member is to perform a TDY en route, compute the TDY advance portion (stationary days) as prescribed by par. 9.5.1.2. above (all members are categorized as "other travelers" for TDY en route purposes).

9.5.2.1.1. Temporary Lodging Expense (TLE) Advance. (JFTR, par. U5725). Members are authorized to 100 percent of authorized and allowable expenses. When possible members should use the government travel card for these expenses. The number of days authorized to advance is up to local commander's discretion. When a request for advance is submitted to the FSO, advise the traveler that any debt resulting from the receipt of the advance is subject to deduction from their payroll account.

9.5.2.2. Employees. See par. 9.3.3. above, JTR, par. C1101, and DoDFMR, Vol. 9. Also, see par. 9.5.2.1. above for advance payment limitation for PCS travel and TDY en route stationary days.

**9.6. Funds Chargeable.** The FSO charges travel advances to the funds certified as available and cited in the travel orders. When funds for two fiscal years are cited on the orders, charge advances to the FY current at the time of payment, regardless of when actual travel commences. Only one-dollar amount is charged even though multiple EEICs and BPACs are involved.

**9.7. Substantiating Documents.** A minimum of three copies of the applicable travel order must be furnished to the FSO. One is attached to the original of the payment voucher as a substantiating document.

The second is retained with the FSO's copy of the payment voucher. The third is returned to the traveler with a copy of the payment voucher.

**9.8. Time of Payment.** Except when otherwise provided in the order, local conditions determine how payment should be made. Normally, the advance should not be paid more than three workdays before the traveler departs the duty station on official TDY travel and ten workdays before departing on PCS. For personnel at duty locations not having a local payment office, the advance may be paid earlier as required by mail or transportation schedules.

### **9.9. Distribution:**

9.9.1. General. Basic distribution requirements are covered in [Chapter 8](#).

9.9.2. Advance Mobile Home Allowance for Commercial Movement:

9.9.2.1. The TMO provides a written statement showing the authorized shipping points based on member's permanent change of station order and what it would have cost the government to ship the member's maximum authorized weight allowance of household goods between such points.

9.9.2.2. Forward a copy of the voucher to the FSO providing member service. If unknown, send to commander of member with the request that delivery be made to the FSO providing service. Attach copies of the commercial transporter's estimate of cost and TMO's certification. The FSO:

9.9.2.2.1. Enters amount on travel record.

9.9.2.2.2. Holds voucher copy for use with settlement voucher.

9.9.3. For Others Payments. That Service makes advances using another Service's funds unless approved otherwise. If the DSSN charged is not at the traveler's final destination, send a copy of the voucher (or message if paid within 5 days of the members projected departure from the TDY location) to the FSO that pays travel allowances for the traveler's PDS.

### **9.10. Recording PCS Advances Properly**

9.10.1. PCS advance payments to military members are charged to subproject "0X" regardless of the allowances being advanced.

9.10.2. Employee PCS advance payments are charged to the applicable EEIC and entitlement code (See par. [9.3.3](#). above).

9.10.3. All Withholding Tax Allowance (WTA) payments are processed as an advance payment using an entitlement code of "WT". When the Relocation Income Tax Allowance (RITA) payment is made in year two, all advances coded "WT" are taken into consideration (WTA is partial payment of RITA and must be accounted for in the computation).

**9.11. Follow-up:** For follow-up procedures, see DFAS-DE Interim Guidance on Procedures for Travel Accounting Operations.

Figure 9.1. Example of an Accrual Payment Worksheet

Complete the request and return with a copy of your travel orders/amendments to your home station finance office. Documents may be faxed to:

Name \_\_\_\_\_ SSN \_\_\_\_\_ Travel Order No. \_\_\_\_\_  
 TDY Location \_\_\_\_\_

Daily Lodging Cost \$ \_\_\_\_\_ Rental Car (if authorized in orders)  
 \$ \_\_\_\_\_

\_\_\_\_ Airline Ticket \$ \_\_\_\_\_ Registration Fee \$ \_\_\_\_\_

\_\_\_\_ POV (owner/operator) (if authorized in orders)

\_\_\_\_ POV (passenger)

Miscellaneous Reimbursable Expenses (e.g. taxis)	Item	Amount
	_____	_____
	_____	_____
Other	_____	_____
	_____	_____
	_____	_____

Method of payment (check one)

\_\_\_\_ Automatic Payment (Split Disbursement) to my  
 Government Travel Card in the Amount of  
 \$ \_\_\_\_\_ (Balance Sent to my Direct Deposit Account)  
 \_\_\_\_ Automatic Payment of the entire amount to my Government  
 Travel Card  
 \_\_\_\_ Electronic Funds Transfer (EFT) entire amount to my Direct  
 Deposit Account

I understand that it is my responsibility to ensure the deposit of monies from this payment actually was deposited into my account prior to writing checks and/or making any withdrawals.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Pursuant to 5 U.S.C. 5705 and 37 U.S.C. 1007(e), any indebtedness resulting from the receipt of this payment may be automatically deducted without further notice from your current pay, final pay, or other money due you unless you make voluntary restitution.

-----FSO USE ONLY-----

M&IE: \$ \_\_\_\_\_ X 30 days = \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_ X 30 days = \$ \_\_\_\_\_

Miscellaneous: \$ \_\_\_\_\_

Total Payment \$ \_\_\_\_\_

**Payment History**

	Date	Amount	DOV#
1 <sup>st</sup> payment			
2 <sup>nd</sup> payment			
3 <sup>rd</sup> payment			
4 <sup>th</sup> payment			
5 <sup>th</sup> payment			
6 <sup>th</sup> payment			

**Figure 9.2. Accrual Payment Procedures (Prior to Departure).**

**TDY Accrual-Advance Payment Procedures  
Pre-established Payments (Prior to Departure)**

**Brief traveler on the requirements for receiving advance payments.**

**Have the traveler complete the worksheet prior to departing TDY.**

**Traveler returns the completed worksheet and copies of the orders/amendments to the servicing FSO.**

**The FSO establishes a suspense file with all the completed worksheet and orders.**

**The FSO reviews the suspense file on a daily basis to ensure all payments are made in a timely manner.**

**Compute accrual-advance payments as follows:**

- a. Airline ticket (if applicable)**
- b. Accrued rental car expenses (if applicable)**
- c. Accrued lodging expenses**
- d. 100% Miscellaneous reimbursable expenses**
- e. 100% Accrued M&IE**

**(Note: A traveler should receive 100% of M&IE since it has already been “earned” and the traveler may need entire amount to pay GTC bill. Possibility of overpayment is minimal, since the traveler has already accrued M&IE for days, which are being paid.)**

**The payment is processed into IATS as an advance, not a partial settlement**

**The payment method is in accordance with the traveler’s worksheet (e.g., Split Disbursement).**

**This process starts 30 days from the 1st day of the TDY and continues every 30 days until the traveler’s projected return date.**

**The traveler retains receipts until the TDY is complete.**

**Note: There is no requirement to complete a travel voucher until TDY is completed.**

Figure 9.3. Accrual Payment Procedures (After Departure).

**TDY Accrual-Advance Payment Procedures  
Traveler Requests Payment(s) (After Departure)**

1. Brief traveler on the requirements for receiving advance payments.
2. Ensure traveler has access to the worksheet (e.g., deployment briefing, websites, etc.)
3. Ensure traveler has fax numbers/mailling address and a point of contact.
4. Traveler faxes or mails completed worksheet and orders/amendments to their home station FSO.
5. Compute accrual-advance payments as follows:
  - a. Airline ticket (if applicable)
  - b. Accrued rental car expenses (if applicable)
  - c. Accrued lodging expenses
  - d. 100% miscellaneous reimbursable expenses

Figure 9.4. Example of Format for Home of Selection Travel Letter.

**RETIREEES-HOME OF SELECTION OVERSEAS**

- |            |   |  |
|------------|---|--|
| <b>I.</b>  | <b>Name:</b><br><b>SSN:</b><br><b>Eff Date of Retirement:</b><br><b>Home of Selection Overseas:</b><br><b>Dependents:</b> _____ <b>Spouse:</b> ____<br><b>Children under 12:</b> _____<br><b>Est. HHG wt:</b> | <b>Rank:</b><br><b>Order No:</b><br><br><b>Children 12 or over:</b> ____                       |
| <b>II.</b> | <b>Travel Counseling:</b>   |  |
|            | <b>a. Furthest Point:</b><br><b>MALT and Per diem Payable:</b><br><b>b. TMO Point:</b><br><b>MALT and Per dime Payable:</b>   | <b># Miles:</b><br><b>TR + Per diem Cost:</b><br><b># Miles:</b><br><b>TR + Per diem Cost:</b> |



**III. TMO Counseling:****a. Furthest Point:****Est. HHG Shipment Cost:****b. Most Advantageous Point for HHG:****Est. HHG Shipment Cost:****c. Home of Selection Overseas:****Est. HHG Shipment Cost:****IV. Member Est. Cost:****Point A Cost:****Point B Cost:****Travel****HHG****Total**

**V. My home of selection is \_\_\_\_\_. I elect \_\_\_\_\_ as the specified location in the CONUS to limit my travel, transportation, and HHG cost to.**

**Figure 9.5. Sample Follow-up Letter.**

<p style="text-align: right;"><b>(Date)</b></p> <p><b>REPLY TO</b></p> <p><b>ATTN OF:</b> (office symbol)</p> <p><b>SUBJECT:</b> Outstanding Travel Advance/Debt</p> <p><b>1. Our records indicate you have an outstanding travel advance/debt as a result of payments received against Travel Order Number _____, in the amount of \$ _____. </b></p> <p><b>2. Please submit your settlement voucher or make restitution of the debt referenced above, as appropriate, within 30 calendar days from the date of this letter. If you are unable to remit the entire amount owed, please contact the Travel Pay Section at the extension listed in paragraph 5.</b></p> <p><b>3. Failure to act on this notification will result in automatic deduction from your military/civilian pay account in an amount equal to that indicated in paragraph 1 above. Deduction will be affected at \$_____ per month/pay period for a period of _____ months/pay periods, beginning the pay period _____. Any amount not paid within 30 days after the date of this notification is subject to interest and other late payment charges.</b></p> <p><b>4. Any amount collected that is later found not owed by you will be promptly refunded.</b></p> <p><b>5. If you have previously submitted a travel claim on the above referenced travel order, or if you wish to inspect our records, or have any questions relating to your rights and responsibilities, please contact the Travel Section as soon as possible at extension _____.</b></p> <p style="text-align: center;"><i>(signature block)</i></p>
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## Chapter 10

### CIVILIAN TRAVEL SETTLEMENTS

#### *Section 10A—Employee Temporary Duty*

**10.1. General.** As with military TDY, employees are required to furnish a complete statement of travel upon completion of the ordered travel. **Chapter 8** provides a list of applicable forms, which can be used to submit a statement of travel. These forms are prepared according to **Chapter 8** with the following exceptions:

10.1.1. Employees do not need to include a duty statement on the departure day from the PDS or residence.

10.1.2. If the employee delays departure from TDY location on other than non-duty days, the departure day will be the date the employee was last available for duty.

10.1.3. Employee need not include a duty statement on the arrival day back at the PDS or residence.

**10.2. Travel from TDY Station during Downtime.** Employees on TDY often find themselves in the situation where training or duty is interrupted. An example of this status is during the Christmas/New Years holiday season.

10.2.1. Employees remaining at the TDY location not taking leave continue with TDY allowances.

10.2.2. Employees voluntarily returning to the PDS receive allowances according to JTR, pars. C4563 and C4677. Leave should be charged for all normal duty days not worked while in the vicinity of the PDS. Days worked and appropriate leave is recorded on the employees T&A form.

**10.3. Attachments and Statements.** The certificates and statements discussed in **Chapter 8** apply to claims submitted by employees with the following exceptions:

10.3.1. Use of Government Quarters and Government Dining Facility:

10.3.1.1. An employee is not required, however is encouraged, to use available government quarters according to JTR, par. C1055.

10.3.1.2. Employees are not required to use available government dining facilities at the TDY location. Unless a specific rate of per diem is authorized when these facilities are available per diem may only be reduced if meals were "used" as distinguished from "available."

10.3.2. Non-availability of an Authorized Transportation Mode:

10.3.2.1. Military Air Required. When military air is required in an employee's orders, a statement of non-availability is required if reimbursement is to be given for travel by an alternate mode.

10.3.2.2. Other Specific Modes Authorized. If an employee is authorized to travel by a specific mode (other than military air) and uses an alternate mode, the employee is reimbursed for the actual mode used according to the JTR, par. C2206.

10.3.2.3. Non-availability Certificate for a Government Vehicle. When travel is required by government vehicle and the permanent duty station (PDS) traffic management office (TMO) cannot

provide the vehicle, the PDS TMO issues a statement of non-availability for round trip temporary duty travel.

**10.4. Processing.** Vouchers of employees are processed the same as for military members as contained in [Chapter 8](#) except entitlements are determined according to the JTR. In addition, leave will not be charged on the voucher.

**10.5. Number and Distribution of Voucher Copies.** The applicable forms used by the employee to submit his or her statement of travel require distribution the same as for military members (see [Chapter 8](#)).

### ***Section 10B—Employee PCS Travel***

**10.6. General.** The employee must submit all claims or final statements of travel, to the FSO servicing the PDS. Final settlement vouchers must contain a complete itinerary for the entire period of travel in the same fashion as for military personnel (see [Chapter 8](#)). Questions on civilian entitlements should be directed to the individual's Civilian Personnel Flight (CPF).

#### **10.7. Forms and Their Use :**

10.7.1. DD Form 1351-2, Travel Voucher or Subvoucher. This is the basic form used by employees to claim allowances for their personal travel, shipment of HHG, temporary storage, miscellaneous expense allowance, home marketing incentive payment, subsistence expense, and transportation of dependents.

10.7.2. DD Form 1351-2c, Travel Voucher or Subvoucher (Continuation Sheet). As the title suggests, this form is used in conjunction with the basic DD Form 1351-2 when space on the basic form is inadequate because of extended itineraries or additional items of reimbursable expense, listings of transportation documents, and certificates or statements as required.

10.7.3. DD Form 1705, Application for Reimbursement of Expenses Incurred by DoD Civilian Employee Upon Sale or Purchase (or Both) of Residence Upon Change of Duty Station.

#### **10.8. Preparation:**

10.8.1. Claim for reimbursement for employee PCS travel is to be completed in the same fashion as for military members.

#### **10.9. Attachments and Statements.**

10.9.1. General. The attachments and statements required to support an employee's claim are contained in [8.13](#). In addition, the below listed requirements apply:

10.9.1.1. Use of Government Quarters and Government Dining Facility. The traveler's statement as to use of government quarters and government dining facility substantiates entitlement.

10.9.2. Exception by the Travel Approving/Directing Official to the Daily Minimum Driving Distance. The travel approving or directing official may grant exception to the provisions of JTR, par. C4300, when travel between the old and new duty station is delayed for reasons clearly beyond the

traveler's control. This exception supplements the statement by the traveler on the voucher explaining the circumstances, which necessitated the en route delay.

**10.10. Processing.** Compute entitlements for employee PCS travel as required in the JTR. Distribute all vouchers according to [Chapter 8](#).

**10.11. Dependent Travel.**

10.11.1. Form and Its Use. Employees may use DD Form 1351-2, Travel Voucher or Subvoucher, to claim transportation allowances for their dependents.

10.11.2. Preparation:

10.11.2.1. Claims for concurrent employee dependent travel are to be completed in the same manner as for military dependent travel.

10.11.2.2. Claims for non-concurrent travel requires a separate DD Form 1351-2. The DD Form 1351-2 includes the same information as required for employee PCS to include all attachments and statements necessitated by the circumstances of travel.

10.11.3. Attachments and Statements:

10.11.3.1. Concurrent Travel. No unique additional attachments or statements are required for submission of these claims.

10.11.3.2. Non-concurrent Travel. Dependents traveling separate claims require the same support documentation as the employee's claim.

10.11.4. Processing:

10.11.4.1. Unique Processing Requirements. Review claims for employee dependent travel with the same care as for the employee's claim.

10.11.4.2. Computation:

10.11.4.2.1. Concurrent Travel. Compute entitlements for dependent PCS travel as required in JTR, Chapter 7.

10.11.4.2.2. Non-concurrent Travel. Compute entitlements for the spouse's PCS travel as you would for the employee had the employee traveled with the dependents (JTR, Chapter 4 and par. C7006).

**10.12. Household Goods.**

10.12.1. Claims. Employees file claims for the movement and or storage of HHG on DD Form 1351-2. Prepare according to [Chapter 8](#). In addition, write "HHG Movement/Storage" in Block 2.

10.12.2. Attachments.

10.12.2.1. Movement by Commercial Carrier:

10.12.2.1.1. Carrier's original bill of lading, certified copy, or a statement from the commercial carrier as to the origin and destination points.

10.12.2.1.2. Official weight certificate. In the absence of the weight certificate, a statement must be provided from the commercial carrier, of constructed weight based upon seven pounds per cubic foot of properly loaded van space.

10.12.2.2. Movement by Other-Than-Commercial Carrier:

10.12.2.2.1. Official weight certification or authenticated weight designation.

10.12.2.2.2. Date when employee commenced movement of HHG.

10.12.3. Overseas Shipment at Personal Expense When a GBL or Purchase Order Is Available. If the services rendered include, in addition to transportation, other services such as packing, crating, drayage, unpacking and temporary storage, an itemization of the charge for each service is required.

10.12.4. Temporary Service. If itemized expenses for storage, packing, and hauling are not included in the shipping carrier's bill of lading, separate receipts are attached to the voucher.

**10.13. Commuted Rate Method.** JTR, par. C8205 and Joint Travel Regulation Vol. 2, Air Force Supplemental, Department of Defense (DoD) Civilian Personnel AF Supplement are used to determine reimbursement under the commuted rate method. **Note:** CONUS to CONUS moves only.

**10.14. Temporary Storage.** (JTR, par. C8600.) Compute entitlement to temporary storage and related expenses according to JTR, Chapter 8, Part D. Reimburse actual expenses not to exceed computed entitlement.

**10.15. POV Shipment.** (JTR, par. C11006.) Shipment of a POV to and from an OCONUS area must be by Government ship unless the Transportation Officer specifically authorizes other means in writing.

10.15.1. Claims. Reimbursement of allowances associated with the shipment, pick-up or delivery of POVs will be submitted on DD Form 1351-2. Prepare according to instructions in [Chapter 8](#). However, in Block 2 indicate travel to or from the port unless previously included in the employee claim for personal travel, otherwise write "POV shipment" in large letters. The traveler's signature is the only other requirement.

10.15.2. Attachments:

10.15.2.1. Commercial carriers bill of lading.

10.15.2.2. Receipts for related expenses.

10.15.2.3. TMO authorization of commercial shipment if not included in orders.

10.15.3. Processing. Compute allowances as prescribed in JTR, Chapter 11.

10.15.4. Transportation in Conjunction with Shipment of Privately Owned Vehicle. (JTR, C11006.) The PCS order and DD Form 788, Private Vehicle Shipping Document is required to support the payment for travel to and from the vehicle port.

**10.16. Miscellaneous Expense Allowance.**

10.16.1. Miscellaneous expense allowance is paid on DD Form 1351-2. Prepare according to [Chapter 8](#). However, in block 2 write Miscellaneous Expense and include statement required by JTR, par. C9004-D.

10.16.2. Processing. Complete entitlement according to JTR, Chapter 9.

**10.17. Subsistence Expense (SE).** (JTR, Chapter 13.)

10.17.1. Temporary Quarters Subsistence Expense – Actual Expense (TQSE(AE)). (JTR, Chapter 13, Part B.)

10.17.1.1. DD Form 1614. Request and authorization for DoD Civilian Permanent Duty Travel, item 10, authorizes the number of days initially authorized for TQSE. Up to 60 days may be authorized. Days spent on an authorized house-hunting trip must be subtracted from the total days of TQSE authorized and reduces the high TQSE rate days. No reimbursement is made for any period more than the initial period authorized unless an additional period has been authorized by an amended travel order. Approval authority rests with the commander who has the authority to fill positions (see JTR, par. C3000). Questions regarding approval of TQSE(AE) (location, duration, eligibility, etc.) shall be processed through the CPF.

10.17.1.2. Effects of TDY/Hospitalization. (JTR, par. C13205-C.) A spouse who remains in temporary quarters while an employee performs temporary duty or is hospitalized are authorized the full, unaccompanied rate of TQSE during the TDY/hospitalization period.

10.17.1.3. Reimbursements. (JTR, par. C13220.) Claims for reimbursement will be carefully reviewed as required by the JTR. Receipts are required to substantiate claims when costs appear to be excessive.

10.17.1.4. Home Meal Costs. (JTR, par. C13215-D5.) The employee can claim grocery costs for at-home meals when in a TQSE status. The total grocery cost is divided by the number of days at-home meals were consumed. The proration of groceries is authorized as long as the cost of the groceries consumed is reasonable.

10.17.1.5. Form. TQSE is paid on DD Form 1351-2. Prepare according to [Chapter 8](#).

10.17.1.6. Attachments:

10.17.1.6.1. Receipts are required for quarters cost paid (showing location, dates, and by whom occupied) and for any other single expense of \$75 or more showing the date incurred.

10.17.1.6.2. Statement. Show the cost of each meal by date. If travel and occupancy of temporary quarters for subsistence expense purposes occur on the same day, the claimant will show the arrival date and/or departure date from the temporary quarters location. The date that occupancy of permanent quarters begins, or the date that household goods are moved into quarters, must be shown.

10.17.1.6.3. Meal Preparation in Temporary Quarters. The proportionate cost for groceries consumed, on a daily basis, is allowable. If part of the daily meals taken are prepared in the quarters and others are taken in commercial facilities, this will be clearly shown in the claim by showing the number of home meals and the number of commercial meals taken each day. JTR, Chapter 13 illustrates a convenient schedule that may be used to record the data required for TQSE claims.

10.17.1.6.4. TDY during TQSE Period. If a TDY was performed during a TQSE entitlement period attach a copy of the TDY settlement voucher.

10.17.2. Temporary Quarters Subsistence Expense – Fixed (TQSE(F)). (JTR, Chapter 13, Part C.) TQSE(F) is paid without the requirements of receipts for specified number of days at the gaining PDS locality rate.

10.17.3. Processing. Compute entitlement according to JTR, Chapter 13. Distribute according to **Chapter 8** of this instruction. Copies of all attachments must accompany the original and copies.

**10.18. Reimbursement for Transportation Costs.** (JTR, par. C2001.)

10.18.1. For an employee who is assigned permanent duty on a military installation, reimbursement of personally procured transportation will be according to JTR, par. C2207. When this applies, the contract fares (when available for ordered travel) will be used for limitation of payment.

10.18.2. TRs will be considered as not available and payment will be according to JTR, par. C2253 for an employee procuring commercial transportation at personal expense who is not assigned permanent duty on a military installation. Contract fares will not be used for limiting payment under these conditions.

**10.19. Real Estate Expense Limitation.** (JTR, par. C14002.)

**10.20. Real Estate Reimbursement.** (JTR, par. C14003.) The official responsible for reviewing the employee's real estate claim (Judge Advocate, etc.) will determine whether or not a particular item is reimbursable. Questions regarding the determinations should be made through the CPF.

**10.21. Real Estate Transactions and Unexpired Lease Transaction.**

10.21.1. Real estate and Unexpired lease expenses are reimbursed on DD Form 1351-2. Prepare according to **Chapter 8**. In block 2, write "Claim for Real Estate/Unexpired Lease".

10.21.2. Attachments:

10.21.2.1. Real Estate:

10.21.2.1.1. Approved DD Form 1705, Application for Reimbursement of Expenses Incurred by DoD Civilian Employee Upon Sale or Purchase (or both) of Residence upon Change of Duty Station.

10.21.2.1.2. Sale of residence documentation:

10.21.2.1.2.1. Sales agreement.

10.21.2.1.2.2. Property settlement document.

10.21.2.1.2.3. Mortgage document (if a prepayment fee is claimed the document must include terms of payment).

10.21.2.1.2.4. Paid invoices or receipts for bills paid.

10.21.2.1.3. Purchase of residence documentation:

10.21.2.1.3.1. Purchase agreement.

10.21.2.1.3.2. Property settlement document.

10.21.2.1.3.3. Loan closing statement.



10.21.2.1.3.4. Paid invoices or receipts for bills paid.

10.21.2.1.3.5. Property agreement document.

10.21.2.1.3.6. Disclosure statement on finance charges when provided by lending institutions in compliance with Public Law 90-321, the Truth in Lending Act.

10.21.2.1.4. Three copies of travel orders.

10.21.2.1.5. Unexpired Lease

10.21.2.1.5.1. Receipts for authorized expenses.

10.21.3. Processing. Compute according to JTR, Chapter 14. Distribute according to **Chapter 8** of this instruction.

**10.22. Relocation Services Contract.** (JTR, Chapter 15.) HQ USAF/DPPC manages the relocation services contract. It is a program used in lieu of the direct reimbursement method of compensating employees for selling their home upon a PCS. The official reviewing the real estate claim of an employee who was authorized the relocation services contract (but did not accept the appraised value offer) must disallow dual benefits, e.g., reimbursement for appraisal fees and termite inspection.

**10.23. Relocation Income Tax Allowance (RITA).** (JTR, Chapter 16 and DoDFMR, Vol. 9.)

10.23.1. General. Public Law 98-151 authorizes a Relocation Income Tax (RIT) Allowance for U.S. Government civilian employees who report to their new duty station on or after 14 November 1983. Its purpose is to reimburse certain employees substantially all of the additional Federal, State, and local income taxes incurred by the employee as the result of certain local travel and transportation expenses and relocation allowances which are furnished in kind, or for which reimbursement or an allowance is provided by the Government (see DoDFMR, Vol. 9). The RITA entitlement is a two-year, two-process calculation:

10.23.2. Withholding Tax Allowance (WTA). The WTA is an estimated partial payment of the final RITA payment designed to cover federal income tax withheld from the PCS moving expense reimbursement. It is intended to provide an immediate offset to the tax withheld on the payment and is also subject to withholding. As a result, a WTA payment allows the employee to receive the same reimbursement had the withholding not been required. DoDFMR, Vol. 9 indicates an employee must agree in writing to repay any excess WTA amount paid in year one. The agreement may be written on the settlement voucher or may be a separate statement. The statement should read similar to "I agree to repay any excess amount of WTA paid to me in year one and submit the required certified tax information and claim for my RIT allowance within 120 days, unless an extension is granted by the commanding officer or designee of the DoD component concerned, after the close of year one. I understand failure to comply with this requirement will preclude the DoD components payment of the WTA. I also understand the entire WTA will be considered an excess payment if the RIT allowance claim is not submitted in a timely manner to settle the RIT allowance". **Note:** Year one. The calendar year in which the relocation expenses and resultant taxes are reimbursed to the employee. The dollar value of the reimbursement will appear on the employee's W-2 as additional income.

10.23.3. Relocation Income Tax Allowance (RITA). The RITA payment is made in the calendar year following the calendar year in which the WTA is paid. RITA is based on employee's gross compensation, tax filing status, and marginal tax rates. It reconciles the WTA payments with the employee's

personal tax liability. The employee must file a claim for RITA; it is not automatic. If an employee does not file for the RITA in year two, the employee is liable for the additional Federal Income Tax incurred as a result of the additional income (see DoDFMR, Vol. 9). The RIT Allowance does not cover any moving expense for which the IRS allows an exclusion. In some instances when an employee files the final RITA claim in the second year, he/she will be in a lesser tax bracket because of lower earned income. If the RITA calculation results in a negative amount do not adjust prior year or current year income. The employee is obligated to repay this amount as a debt due the Government according to Collection Procedures, DoDFMR, Vol. 9. A negative W-2 is not issued. Advise the employee to consult with their tax advisor for IRS procedures in handling repayments of debts. **Note:** Year two. The calendar year in which the RITA payment is made. The dollar value of the payment will appear on the employee's W-2 as additional income.

10.23.4. Tax Withholding. Both the WTA and RITA are subject to Federal Income Tax Withholding (FITW), Federal Income Contribution Act (FICA), and Medicare. State and local (if applicable) tax withholding rates must be considered in the RITA computation. However, neither is to be withheld from the payment to the employee.

10.23.5. Funding. RITA is a PCS travel settlement adjustment; therefore, normal prior year funding procedures apply. That is, the reimbursable expenses of an employee transferred in the interest of the Government must be charged against the appropriation current when valid travel orders are issued. The organization responsible for the original funding of the move has the responsibility to secure adequate funds for the adjustment vouchers (65 Comp. Gen. 45 (1984)).

10.23.6. Requirements.

10.23.6.1. Develop a file on each employee eligible for WTA and/or RITA.

10.23.6.2. Notify employee of the entitlement by providing a copy of AF Form 3541, Relocation Income Tax Allowance Employee Information Handout, **Figure 10.1.**; a copy of AF Form 3544, Taxable Reimbursement Worksheet, **Figure 10.4.**; PCS Entitlements; and the Relocation Income Tax Allowance Certification, **Figure 10.3.**

10.23.6.3. Compute and process claims by referring to JTR, Chapter 16; AF Form 3539, Worksheet for Civilian Entitlements, **Figure 10.2.**; AF Form 3542, Relocation Income Tax Allowance (RTIA) – Year 2 Calculation, **Figure 10.5.**; and AF Form 3543, Relocation Income Tax Allowance (RITA) Worksheet or the computerized RITA program.

10.23.6.4. Advise the employee that the RITA payment will be reported to the IRS in current year as taxable income.

10.23.6.5. Refer to DoDFMR, Vol. 9 for appropriate tax tables and detailed instructions. The Base Staff Judge Advocate will be consulted if local tax rates are questionable. When state and local taxes are computed, either manually or automatically, add them back to the entitlement due the employee. When using the automated voucher computation you are advised to insert the current year ceiling to avoid FICA withholding. This figure is subject to annual changes. You will be advised when changes occur.

10.23.7. Covered Taxable Reimbursements. Expenses actually paid or incurred and not allowable as a moving expense deduction by the RIT Allowance (see DoDFMR, Vol. 9).

10.23.8. Tax Rates. The JTR provides annual revisions of the Federal marginal tax rates and the state marginal tax rates for use in the RITA calculation. Local tax rates must be provided and certified by

the employee for their locality. The Base Judge Advocate should be contacted regarding questionable local tax rates. The JTR provides detailed instructions for calculating the combined marginal tax rates.

**10.24. Earned Income.** Amounts paid as reimbursement to or allowances paid on behalf of each employee for travel expenses (excluding Renewal Agreement travel) must be included in gross income and included on TD Forms W-2 regardless if the allowance is taxable or non-taxable. For example, per diem and mileage are included with real estate, miscellaneous expense, house hunting, and temporary quarter's subsistence. Amounts paid for Transportation of Motor Vehicle, transportation paid to a third party such as TRs, and Non-Temporary Storage should not be included in earned income (Public Law 86-707). (See DoDFMR, Vol. 9 when reimbursements span more than one year.) **Note:** Earned income includes spousal earned income if employee is filing a joint return. Excluding the spousal income does not preclude a RITA payment to the employee, but may reduce the employee's entitlement.

#### **10.25. Federal Income Tax Withholding (FITW).**

10.25.1. The procedures for withholding are as follows:

10.25.1.1. Collect FITW at the current percent of the taxable amount due on the travel voucher. **Note:** The current percentage and Gross Limitation can be obtained from the IRS Publication 15, Circular E.

10.25.1.2. Collect Social Security at the current percent of the taxable amount due on the travel voucher, if a FERS employee, subject to the current Gross Limitation. CSRS employees are not subject to Social Security deductions.

10.25.1.3. Collect Medicare at the current percent of the taxable amount due on the travel voucher.

10.25.1.4. Collect Employer Contribution, Agency Matching, equal to the amount collected of Social Security and Medicare. Charge EEIC 421SS for the same amount.

10.25.1.5. Credit these amounts collected to 57F3875.0010 (followed by ADSN of the paying FSO).

10.25.1.6. Forward copy of civilian PCS paid claims to the servicing Field Site for issuance of TD W-2.

10.25.2. Items Taxable. Under the Treasury Fiscal Requirements Manual, part III, 4080.10, the following allowances paid to employees are not subject to taxation:

10.25.2.1. Movement of household good and personal effects including the cost of storage and insurance within 30 consecutive days; and,

10.25.2.2. Travel including lodging but not meals between PDSs. The meals and incidental portion of per diem is taxable.

10.25.3. Air Force Employees Paid by Army, Navy, or Marine Corps. Army, Navy, and Marine Corps disbursing officers making payments to Air Force employees issue TD Form W-2, and account for the funds directly with the IRS.

**10.26. State Tax Adjustment.** An additional RITA allowance may be due an employee who moved after January 1, 1987 to a state that does not allow a deduction for all or any part of the covered moving expense reimbursements allowed as a Federal deduction.

**Table 10.1. Table for Relocation Income Tax Allowance (RITA) for Civilian Employees.**

EXPENSE/ ALLOWANCE	ADVANCE (1) AUTHORIZED	WTA (2) PAYABLE	EXPENSE TAX DEDUCTIBLE	WITHHOLD (3) FEDERAL TAX	INCLUDE AS INCOME ON W-2	INCLUDE ON WORKSHEET	INCLUDE IN RITA COMPUTATION	REMARKS
1. En route travel (old-new PDS)	YES	YES	YES-LIMITED (4)	YES	YES	YES	NO	Limited deduction (IRS Pub 521)
2. Household goods shipment (includes temporary storage)	Yes, if not on GBL	NO	YES-FULLY (4)	NO	YES	YES	NO	Temporary storage limited to first 30 days in CONUS
a. Temporary Storage 1 <sup>st</sup> 30 days	YES	NO	YES-FULLY (4)	NO	YES	YES	NO	
b. Over 30 days	YES	NO	NO	YES (2)	YES	YES	YES (5)	
3. Mobile Home (in lieu of household goods)	YES, if not on GBL	NO	YES-FULLY	NO	YES	YES	NO	
4. House-hunting	YES	YES	NO	YES (2)	YES	YES	YES (5)	
5. Temporary Quarters	YES	YES	NO	YES (2)	YES	YES	YES (5)	
6. Real Estate	NO	YES	NO	YES (2)	YES	YES	YES (5)	
7. Miscellaneous Expense	NO	YES	NO	YES (2)	YES	YES	YES (5)	
8. Home Marketing Incentive Payment	NO	NO	NO	YES (2)	YES	YES	YES (5)	
9. Relocation Services								Currently handled by HQ USAF/DPP

Figure 10.1. AF Form 3541, Relocation Income Tax Allowance Employee Information Handout – Page 1.

RELOCATION INCOME TAX ALLOWANCE EMPLOYEE INFORMATION HANDOUT				
<p>1. What is a WTA and a RITA? A U.S. Government civilian employee who performs permanent change of station (PCS) travel is authorized reimbursement for certain moving expenses. Reimbursement for these expenses is taxable income to the employee. The Withholding Tax Allowance (WTA) covers the Federal Income Tax Withholding (FITW) on this payment. The Relocation Income Tax Allowance (RITA) is the final settlement to cover the actual federal, state, and local income taxes the employee incurs as a result of receiving the PCS moving expense reimbursements and WTA. While the actual computations can be quite complex, we hope this handout will give you a fairly clear idea of how WTA and RITA work.</p>				
<p>2. Public Law 98-151 authorizes the WTA and RITA for employees who completed a PCS move and reported for duty on or after 14 November 1983. Certain employees are not covered by RITA: (a) new appointees (except new employees leaving the U.S. for an overseas assignment who are eligible for the miscellaneous expense reimbursement of the Foreign Transfer Act); (b) personnel returning from overseas locations for separation; and (c) employees assigned to a location under the Government Employees Training Act.</p>				
<p>3. An explanation of these allowances follows:</p>				
<p>a. Withholding Tax Allowance (WTA). The WTA is an amount equal to the taxes withheld on the PCS moving expenses reimbursement and on the WTA itself. When the employee files a travel voucher for a particular PCS entitlement, the finance and accounting office (FAO) computes the travel voucher and automatically pays the WTA. However, WTAs are not paid on all PCS moving expense reimbursements. The general rule is: WTAs are paid if the PCS moving expense reimbursement is not totally tax deductible. For example, en route travel from the old to the new duty station is totally tax deductible and a WTA will not be paid. Similarly, shipment of household goods is totally tax deductible and a WTA will not be paid. Other reimbursements, such as house hunting and temporary quarters, are partially tax deductible and a WTA is paid on the amount of reimbursement which exceeds the tax deduction limit. Again, the WTA is designed to equal the amount of federal income tax withheld on the PCS reimbursement and the WTA itself. The employee receives the same net payment as if no tax was withheld. To illustrate, let's look at a simplified case involving federal income tax only. Assume taxable PCS moving expense reimbursements of \$1,000. Since IRS considers this as miscellaneous income to the employee, the FITW rate is 20%, or \$200. At first glance, the WTA should be \$200 to cover the \$200 FITW. However, the WTA itself is also taxable income and subject to FITW. Since the WTA must cover the FITW for both the original reimbursement and the WTA itself, we need to divide the original \$200 FITW by the portion of it the employee receives after tax withholding to determine the proper total or gross WTA amount. Since 20% of the total is withheld, the portion received equals one minus 20%, or 80%. Dividing \$200 by 0.8 gives a \$250 WTA. If we take the moving expense reimbursement of \$1,000 and add the \$250 WTA, we get a total reimbursement of \$1,250. FITW on the \$1,250 at 20% is \$250 and the employee receives \$1,250 minus \$250, or \$1,000. The \$1,000 matches the amount of reimbursable expenses we started with, and the TD Form W-2 shows \$250 in FITW. Note that the \$250 WTA is 25% of the original \$1,000. We can show mathematically that the WTA will always be 25% of the amount reimbursed when FITW rate is 20%. Therefore, we can simplify WTA computation by just multiplying the taxable reimbursement amount by 25%. The above computations are summarized as follows:</p>				
<p>Expenses:                    \$1,000.00</p> <p>FITW (0.20 X 1,000) =   <u>200.00</u></p> <p>                                     \$800.00</p>	<p>Need after tax WTA of \$200.00</p> <p>Let X = WTA</p> <p>20% withholding on WTA (0.2 x X)</p> <p style="padding-left: 40px;">X - .2X = 200.00</p> <p style="padding-left: 40px;">.8X = 200.00</p> <p style="padding-left: 40px;">X = 200/.8 = 250.00</p> <p style="padding-left: 40px;">Less FITW (0.2 x 250) =   <u>50.00</u></p> <p style="padding-left: 40px;">\$200.00</p>			<p>Net to employee                    \$1,000.00</p> <p>Total FITW = 200 + 50           <u>250.00</u></p> <p>Total income included on W-2   <u>\$1,250.00</u></p>
<p>b. Relocation Income Tax Allowance (RITA).</p>				
<p>(1) The RITA payment is paid the year following the year in which the PCS moving expense reimbursements were made. For example, if the expenses were reimbursed in November 1988, then the RITA would be paid in 1989. The RITA payment is meant to adjust the previous WTA payment(s). It is also based on the tax deduction limits and rules. To continue the simplified example for WTA above, assume that the actual marginal tax rate for the employee is 28% in both Year 1 (when paid WTA) and Year 2 (when paid RITA). The employee would actually pay 28% of \$1,250, or \$350 in Year 1 taxes. However, since withholding at 20% was only \$250, the employee owes another \$100 in taxes when the Year 1 return is filed in Year 2. The Year 2 RITA computation reimburses this \$100 plus taxes on the reimbursement. Again, if we divide the amount due the employee after taxes by 1 minus the tax rate, we get the gross amount before taxes that will yield the correct after-tax payment. In this case, \$100/0.72 = \$138.89. The Year 2 tax on \$138.89 at 28% is 0.28 x \$138.89, or \$38.89, so the employee will net the needed \$100 after taxes. Note that the actual payment will be \$111.11 since FITW at 20% for miscellaneous payments is only \$27.78. When Year 2 taxes are filed, the TD Form W-2 will include the \$27.78 FITW, and the employee will still owe the extra \$11.11 (\$38.89 minus \$27.78) received with the final RITA. To summarize these computations:</p>				



Figure 10.1. Continued. AF Form 3541, Relocation Income Tax Allowance Employee Information Handout - Page 2.

1. Taxes = $0.28 \times 1250 =$	350.00	3. Year 2 Taxes = $0.28 \times 138.89 =$	38.89
FITW ( $0.2 \times 1250$ ) =	250.00	Less FITW	27.78
Balance due IRS	\$100.00	Balance due IRS	\$11.11
2. Need after tax reimbursement of \$100.00			
Let X = reimbursement		4. Employee net after paying IRS	
X taxed at 28% or $0.28X$		$111.11 - 11.11 =$	\$100.00
$X - 0.28X = 100.00$			
$.72X = 100.00$			
$X = 100/.72 = 138.89$			
FITW at 20% = $0.2 \times 138.89 =$	27.78		
Net payment	\$111.11		

(2) If the employee's marginal tax rate was 28% in Year 1, but only 15% in Year 2, the same concept would apply. Calculation would be the same up to the point of determining \$350 in Year 1 taxes. However, now the actual tax on the extra \$100 needed to pay the balance of Year 1 taxes would be at only 15%. Dividing 100 by .85 (1 minus 0.15) gives \$117.65 as the total amount before taxes needed to provide the correct after-tax reimbursement. FITW at 20% on the \$117.65 would be \$23.53. In this case, the employee would have an extra \$5.88 (\$23.53 minus \$17.65) withheld. The \$5.88 would increase the refund or decrease the amount due when Year 2 taxes are filed.

4. The net effect of RITA for the federal employee and the government is the same as if the PCS reimbursements were not taxed. So, you may ask, why do we go through this complicated process? Taxing reimbursements does increase government revenue without an offsetting expenditure in the case of people not employed by the Federal Government. Apparently, in clarifying taxability of moving expense reimbursements, Congress thought it more appropriate to treat federal employees in the same way as private sector employees under the tax law. But, to take the burden off of the individual federal employee, we are authorized to reimburse the amount of the tax.

5. How to claim the WTAs and RITAs:

- WTA: Employees who receive PCS moving expense reimbursements during the year are eligible for WTA and should complete a travel voucher (DD Form 1351-2), and forward the voucher to the FAO. Indicate on the travel voucher the previous PCS payments received. List the previous PCS payments in the "Prior Travel Payments" section of the DD Form 1351-2. If additional space is required, continue the listing of the prior payments in the remarks section (Section 26) on the reverse side of the travel voucher. In Section 5, "Reimbursable Expenses," of DD Form 1351-2, enter "WTA Claim for Calendar Year 19XX."
- Final RITA: Employees who complete a PCS move and receive PCS moving expense reimbursements during a calendar year must file a claim for a final RITA payment. They must complete a travel voucher (DD Form 1351-2) and an additional RITA statement/certification. The claim will be filed in the year following the year in which the WTA was paid.
- There are some special rules employees should be aware of:
  - Employees may have to file more than one RITA claim if PCS moving expense payments were made in more than one calendar year. For example, an employee completes a PCS move in December 1988 and receives some PCS reimbursements in December 1988 and other PCS reimbursements in 1989. This employee would have to complete a RITA claim in 1989 using 1988 income data, tax filing status, etc. This claim would cover 1988 PCS moving expense reimbursements. The employee would also need to complete a RITA claim in 1990 using 1989 income data, tax filing status, etc., to cover 1989 PCS moving expense reimbursements.
  - Public Law currently authorizes reimbursement for the added federal, state, city, and county income taxes. However, for moves during the period 14 November 1983 through 11 October 1984, the Public Law only covered reimbursement for federal, state, and city income taxes.
  - If the employee paid income taxes on PCS moving expense reimbursements to more than one state and/or one locality, special rules apply. The employee should contact the finance and accounting office for additional guidance and assistance. The Base Staff Judge Advocate can be contacted for help in determining local tax rates.

6. The WTA and RITA payments are considered taxable income, and federal income taxes will be withheld. The RITA payment, along with the federal income tax, will be reported to tax authorities. For example, if a RITA payment was made in 1988, it must be included in the employee's tax return(s) for 1988. The finance and accounting office will provide the employee with a TD Form W-2 showing both total entitlement and the amount withheld (FITW).

7. Any questions you have about WTA and RITA should be addressed to your finance and accounting office, travel pay section. Any questions on income tax deductions, moving expense reimbursement deductions, or the tax treatment of RITAs should be referred to your tax advisor or Base Staff Judge Advocate.

8. If you need a copy of a prior year tax return or a transcript of tax account information, you may obtain it from the Internal Revenue Service Center where you filed your return.

Figure 10.2. AF Form 3539, Worksheet for Civilian Entitlements.

WORKSHEET FOR CIVILIAN ENTITLEMENTS					
NAME SMITH, JANE		DATE ARRIVED STATION 11 NOV 20XX		DUTY PHONE 6-1456	
REMARKS					
TYPE OF REIMBURSEMENT	VOUCHER NUMBER	GROSS ENTITLEMENT	AUTHORIZED DEDUCTION	WTA	FTW
PCS VOUCHER	T-452	131.25	465.80	48.54	48.54
DEPENDENT PCS VOUCHER (If not performed separately)					
MISCELLANEOUS EXPENSE ALLOWANCE	T-454	1,000.00		369.86	369.86
HOUSEHUNTING TRIP	T-1397	2,194.10		811.52	811.52
TQSE First 30 Days	T-500	1,894.23		700.61	700.61
TQSE Second 30 Days	T-600	929.93		343.95	343.95
TQSE Second 60 Days (If authorized)					
COMMUTED RATE SHIPMENT OF HOUSEHOLD GOODS					
TEMPORARY STORAGE OF HOUSEHOLD GOODS					
REAL ESTATE - SALE	T-674	4,100.00		1516.44	1516.44
REAL ESTATE - PURCHASE	T-700	2,190.00		810.00	810.00



**Figure 10.3. Example of Relocation Income Tax Allowance Certification Letter.**

## Relocation Income Tax Allowance Certification

This certification must be attached to DD Form 1352-2 (Travel Voucher) to support Allowance Claim

Name \_\_\_\_\_

SSAN \_\_\_\_\_

Reporting Date \_\_\_\_\_

Duty Phone \_\_\_\_\_

I certify that the following information, which is to be used in calculating the RIT Allowance to which I am authorized, has been (or will be) shown on the income tax returns filed (or to be filed) by me (or by my spouse and me) with the applicable Federal, State, and local tax authorities for tax year

\_\_\_\_\_.

Gross compensation as shown on Form(s) W-2 (including Form W-2 for relocation) and/or net earnings (or loss) from self-employment income shown on Schedule SE (line 1 plus line 2).

The W-2s/SEs are attached for review and return after payment is completed.

	Forms W-2	Schedule SE
Employee (Wages)	\$ _____	\$ _____
(Relocation)	\$ _____	\$ _____
Spouse	\$ _____	\$ _____
(If filing joint return)		
Total	\$ _____	

Filing Status: \_\_\_\_\_

State Name \_\_\_\_\_, (if any, in which you incurred State income tax liability on relocation reimbursements at the new job location in tax year shown above. Instructions dealing with taxes by two states (DoDFMR, Vol. 9).

Locality Name\_\_\_\_\_. (If any, in which you incurred local income tax liability on relocation reimbursements at the new job location in tax year shown above.

The above information is true and accurate to the best of my knowledge but I (we) agree to notify the FSO of any changes to the above (i.e., from amended tax returns, tax audit, etc.) so that appropriate adjustment to the RIT Allowance can be made. The required supporting documents are attached. Additional documentation will be furnished if requested.

PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS OR BOTH (18 U.S. Code 287).

Employee's Signature\_\_\_\_\_ Date\_\_\_\_\_

Spouse's Signature (if joint return)\_\_\_\_\_ Date\_\_\_\_\_

#### INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 U.S.C. 5701-5742, 26 U.S.C. 3401-3404, U.S.C. 404-427, and E.O. 9397

PURPOSE: To substantiate claims for reimbursement of taxes withheld from relocation payments.

ROUTINE USES: Data may be disclosed to the Internal Revenue Service, State and local tax authorities for tax purposes and the General Accounting Office for audits, opinions, and action on claims, as well as to any DoD officer or employer who has a need for the record in the performance of official duties.

DISCLOSURE: Voluntary. Failure to furnish information may result in inaccuracies between the amount paid and the amount claimed.

Figure 10.4. AF Form 3544, Taxable Reimbursements Worksheet – Page 1.

TAXABLE REIMBURSEMENTS WORKSHEET			
(Year 2 Calculation of Covered Taxable Reimbursements Made During Year 1)			
NAME (Last, First, Middle initial)		GRADE	SSN
ORGANIZATION / STATION		DUTY PHONE	
DATE ARRIVED STATION		TRAVEL ORDER NO.	
CALCULATIONS			
COVERED ALLOWANCES (JTR, vol 2, para C16003)	AMOUNT PAID / REIMBURSED (A)	MINUS MAXIMUM MOVING EXPENSE DEDUCTION (B)	EQUALS AMOUNT OF COVERED TAXABLE REIMBURSEMENT (C)
1. TRAVEL AND TRANSPORTATION EXPENSES BETWEEN DUTY STATIONS			- 0 -
2. TRANSPORTATION AND 30 DAYS STORAGE OF HOUSEHOLD GOODS			- 0 -
3. TEMPORARY STORAGE OF HOUSEHOLD GOODS NOT INCLUDED IN LINE 2 (See para C16003-3)		- 0 -	
4. MOBILE HOME MOVEMENT INSTEAD OF HOUSEHOLD GOODS			- 0 -
5. MISCELLANEOUS EXPENSE ALLOWANCE		- 0 -	
6. HOUSEHUNTING TRIP \$ _____			
7. TEMPORARY QUARTERS, 30 DAYS AT NEW STATION \$ _____			
8. TOTAL OF LINES 6 AND 7			
9. ENTER LESSER OF LINE 8 OR ALLOWABLE AMOUNT AS DEDUCTIBLE AMOUNT			
10. ENTER BALANCE OF LINE 8 MINUS LINE 9			
11. TEMPORARY QUARTERS IN EXCESS OF LINE 7		- 0 -	
12. REAL ESTATE TRANSACTIONS			
a. SALE EXPENSES \$ _____			
b. PURCHASE EXPENSES \$ _____			
c. UNEXPIRED LEASE \$ _____			
d. RELOCATION SERVICES \$ _____			
13. TOTAL OF LINES 12a THRU 12d			



Figure 10.4. Continued. AF Form 3544, Taxable Reimbursements Worksheet – Page 2.

14. ENTER LESSER OF LINE 13 OR ALLOWABLE AMOUNT, LESS DEDUCTIBLE AMOUNT USED ON LINE 9			
15. ENTER BALANCE OF LINE 13 MINUS LINE 14			
16. RELOCATION SERVICES NOT INCLUDED ON LINE 13d			
17. TOTAL OF COLUMNS A, B, AND C			
18. TOTAL AMOUNT OF WTAs PAID IN YEAR 1			
19. TOTAL OF COLUMN A, LINES 17 AND 18. AMOUNT OF MOVING EXPENSES PAID FOR RIT ALLOWANCES			
NOTES			
<p>1. Column (A), Line 19 is the total gross relocation reimbursements received in Year 1. Total must equal the "wages" or "income" for all TD Forms W-2 issued for PCS expenses in Year 1, including WTAs.</p> <p>2. Column (C), Line 17 is the total covered taxable reimbursements for Year 1. This amount will be used in the "gross-up" formula for the RITA.</p> <p>3. Worksheet contains important information on the amount of authorized deductibles applied to prior entitlements, i.e., sale and/or purchase of a residence. Maintain a copy of this worksheet in employee's case file until all authorized relocation expense claims have been submitted or no further claims will be made.</p> <p>4. Include in RITA computation to the extent it is not tax deductible.</p>			
REMARKS			
TECHNICAL CHANGE		DATE	

Figure 10.5. AF Form 3542, Relocation Income Tax Allowance (RITA) – Year 2 Calculation – Page 1.

RELOCATION INCOME TAX ALLOWANCE (RITA) – YEAR 2 CALCULATION				
PAYEE SMITH, JANE D.	GRADE BS-12	SSN 000-00-0000	YEAR WTA PAID 2001	
ORGANIZATION/STATION 460 <sup>th</sup> COMMUNICATION SQUADRON	DUTY PHONE 6-1234	TRAVEL ORDER NO. X-0001		
	YEAR 1	STATUS	YEAR 2	STATUS
1. Earned Income and Filing Status.	69,000.00	m	68,954.00	m
2. Federal Tax Rate. (Rate from Federal Tax Table for RIT Allowance using information in 1 above.) Show the rate as a decimal.	.28		.27	
3. State Tax Rate. (Rate from State Tax Table for RIT Allowance using information in 1 above.) (See rule in JTR, Vol 2, para C16008.)	.05		.05	
4. State Tax Rate. (Show the rate as a decimal.) However, if State Tax Table shows rate as percent of Federal tax liability, then enter result of multiplying Federal Tax Rate (Item 2) by State Tax Rate (Item 3).				
5. Local Tax Rate. (Rate shown on claimant's voucher.) Show the rate as a decimal. If reporting date is before 12 Oct 1984, and if locality involved is a county, show local tax as zero. See RITA certification for type of locality and rate.	Ø		Ø	
6. Local Tax Rate. (Show the rate as a decimal.) This may be the same as Local Tax Rate as shown on RITA certification (Item 5). However, if employee reports rate as percent of State or Federal tax liability, then enter result of multiplying State Tax Rate as percent of income (Item 4) by Local Tax Rate (Item 5).				
7. Combined marginal tax rate is computed as follows: -				
a. Subtract Federal Tax Rate (Item 2) from 1.00.	1.00 - .28 = .72		1.00 - .27 = .73	
b. Multiply Item 7a by State Tax Rate (Item 3 or 4).	.72 x .05 = .036		.73 x .05 = .0365	
c. Multiply Item 7a by Local Tax Rate (Item 5 or 6).	Ø		Ø	
d. Combined marginal tax rate equals Federal Tax Rate: Item 2 plus Item 7b plus Item 7c.	.28 + .036 + 0 = .316		.27 + .0365 + 0 = .3065	



Figure 10.5. Continued. AF Form 3542, Relocation Income Tax Allowance (RITA) – Year 2 Calculation – Page 2.

8. Gross-up formula is computed as follows:	
a. Divide Year 1, Item 7d by Year 2, Item 7d.	$.316 \div 1 - .3065 = .45566$
b. Enter amount of covered taxable reimbursements in Year 1.	\$12,439.51
c. Multiply Item 8b by Item 8a.	$12,439.51 \times .45566 = 5,668.18$
d. Subtract Year 1, Item 7d from 1.00.	$1 - .316 = .684$
e. Subtract Year 2, Item 7d from 1.00.	$1 - .3065 = .6935$
f. Divide Item 8d by Item 8e.	$.684 \div .6935 = .9863$
g. Enter WTAs for Year 1.	4,600.92
h. Multiply Item 8f by Item 8g.	$4,600.92 \times .9863 = 4,537.89$
9. Final RITA is computed as follows: Subtract Item 8h from Item 8c.	$5,668.18 - 4,537.89 = 1,130.29$
NOTE: THIS AMOUNT IS TO BE REPORTED AS INCOME ON TD FORM W-2 FOR YEAR 2.	
10. Net payment amount is computed as follows:	
a. Calculate Federal withholding on final RITA by multiplying <sup>.27</sup> .20 by final RITA (Item 9).	$1,130.29 \times .27 = 305.18$
b. Net payment amount equals final RITA (Item 9) minus Federal withholding (Item 10a).	$1,130.29 - 305.18 = 825.11$
NET PAYMENT	\$825.11
REMARKS:	

Figure 10.6. AF Form 3543, Relocation Income Tax Allowance (RITA) Worksheet – Page 1.

RELOCATION INCOME TAX ALLOWANCE (RITA) WORKSHEET		
Adjustment of RITA Payment for States That Do Not Allow Deduction of Moving Expenses for State Income Tax Purposes		
NAME OF CLAIMANT (Last, First, Middle Initial) <b>SMITH, JANE D.</b>	MOVING EXPENSE AUTHORIZATION NUMBER <b>X-0001</b>	YEAR 1 = <b>2001</b>
THE FINAL RELOCATION INCOME TAX ALLOWANCE (YEAR 2) CAN BE ADJUSTED BY ADDING THE RESULT OF THE FOLLOWING:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Adjustment Factor = <math>\frac{S(1-F)(N)}{(1-W)}</math></p> </div> <div style="width: 50%;"> <p>Where: S = State Tax Rate (Year 1, the year of moving expense reimbursement).</p> <p>F = Federal Tax Rate (Year 1).</p> <p>W = Combined Marginal Tax Rate (Year 2, the year when the RITA adjustment is made).</p> <p>N = Reimbursed moving expenses (Year 1) that were deductible for federal income tax purposes but not for state income tax purposes.</p> </div> </div>		
PART A – RITA ADJUSTMENT CALCULATION		
<div style="display: flex;"> <div style="width: 55%;"> <p><b>Step 1. Multiply:</b></p> <p>State Tax Rate (Year 1) by 1 minus Federal Tax Rate (Year 1)</p> <p>A = Result of Step 1</p> </div> <div style="width: 40%; text-align: right;"> <p>S = <u>.05</u></p> <p>1 - F = <u>.72</u></p> <p>A = <u>.036</u></p> </div> </div>		
<div style="display: flex;"> <div style="width: 55%;"> <p><b>Step 2. Divide:</b></p> <p>Result of Step 1 by 1 minus Combined Marginal Tax Rate (Year 2)</p> <p>B = Result of Step 2</p> </div> <div style="width: 40%; text-align: right;"> <p>A = <u>.036</u></p> <p>1 - W = <u>.316</u></p> <p>B = <u>.1139</u></p> </div> </div>		
<div style="display: flex;"> <div style="width: 55%;"> <p><b>Step 3. Multiply:</b></p> <p>Result of Step 2 by reimbursed moving expenses in Year 1 that were deductible for federal tax but not state tax purposes</p> <p>C = Adjustment Factor</p> </div> <div style="width: 40%; text-align: right;"> <p>B = <u>.1139</u></p> <p>N = <u>12,439.51</u></p> <p>C = <u>1416.86</u></p> </div> </div>		
PART B – ADJUSTED RITA PAYMENT		
<p>Add the ADJUSTMENT FACTOR (C) to the FINAL RELOCATION INCOME TAX ALLOWANCE for Year 2 (final RITA before tax and FICA deductions) as calculated using the current RITA formula. The result is the RITA payment adjusted for states that do not allow moving expense deductions. From this adjusted amount, federal tax withholding, state tax withholding, and FICA must be deducted for Year 2.</p>		
<p>However, if this claim is a retroactive claim for the RITA adjustment only, then federal, state, and FICA tax withholdings are computed on the Adjustment Factor only.</p>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Adjustment Factor (C) + Final RITA (Year 2)</p> </div> <div style="width: 50%; text-align: right;"> <p>C = <u>1416.86</u></p> <p>+ <u>1130.29</u> (enter zero if RITA was previously paid)</p> <p>Adjusted RITA</p> <p>D = <u>2547.15</u></p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Subtract from Adjusted RITA:</p> <p>27% Federal Withholding Tax (Year 2)</p> <p>FICA Tax on Year 2 Adjusted RITA</p> <p>State Withholding Tax (Year 2)</p> <p>Total of Subtractions</p> </div> <div style="width: 50%; text-align: right;"> <p><u>305.18</u></p> <p><u>194.86</u></p> <p><u>127.36</u></p> <p>E = <u>627.40</u></p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Net RITA Payment to Claimant (Assuming no local tax withholding)</p> </div> <div style="width: 50%; text-align: right;"> <p>(D minus E) = <u>1919.75</u></p> </div> </div>		

## Chapter 11

### TRAVEL UNDER SPECIAL CIRCUMSTANCES

#### 11.1. Emergency Evacuation Allowances. (JFTR, Chapter 6 and JTR, Chapter 12 and Appendix I.)

11.1.1. Military Dependent Payments. A dependent or representative designated by the member on a DD Form 1337, Authorization/Designation for Emergency Pay and Allowances, may be paid evacuation allowance. Payment made en route to the safe haven or designated location is posted to the DD Form 1337. See DFAS-DE 7073.1-M, for procedures pertaining to DD Form 1337. Dependents who travel to a designated place are paid by the closest FSO servicing the designated location. To process payments, the member's unit commander furnishes the paying FSO the following information:

11.1.1.1. Name and sponsor's Social Security Number (SSN).

11.1.1.2. Name of designated dependent or representative to receive payment.

11.1.1.3. Names and ages of dependents and their relationship to sponsor.

11.1.1.4. Dependent's mailing address at the designated place.

11.1.1.5. Date transportation to the designated place was furnished or made available. When this information is received, the paying FSO sends a statement to the designated dependents to complete and return to the FSO with three copies of the evacuation orders. The unit commander advises the member's dependents that claims will be processed by the applicable FSO.

11.1.2. Dependents who travel to a temporary (safehaven) location under JFTR, Chapter 6, are paid by the FSO servicing the safehaven area.

11.1.3. Instructions for preparation of payment vouchers are in [Chapter 8](#).

11.1.4. Dislocation Allowance (DLA). An advance payment of DLA is authorized when evacuation of command-sponsored dependents is to a designated place. The payment is made to the dependent or representative designated by the member on evacuation order. The amount payable is prescribed in JFTR, pars. U5615-A, U5620, U6012, and U6059. The FSO servicing the member or dependent makes payment.

**11.2. Dependent Movement Incident to Evacuation :** Any member, who is on duty at a station designated by the Secretary of the Air Force as being within a zone from which dependents were evacuated for military reasons must support his or her claim for dependent(s) travel with:

11.2.1. Three copies of evacuation orders or citation to general authority if individual orders are not issued.

11.2.2. Statement as to where dependents were located on date area was originally ordered evacuated.

11.2.3. If the dependents were moved to a designated place in the United States, state the port of entry in the United States.

11.2.4. If married overseas, place and date of marriage.

11.2.5. If dependents performed transoceanic travel to United States at personal expense, see [Chapter 5](#).



**11.3. Employee and Dependent Payments.** Employees and their dependents are authorized to evacuation travel allowances authorized under the JTR. These allowances are paid by the FSO servicing the safehaven area. When the United States is designated as a safehaven, payment may be made by any FSO. Payments must be supported by the appropriate form or by an acceptable certification (see DODFMR, Volume 8, Chapter 3). Instructions for preparing travel vouchers are in [Chapter 8](#), this instruction.

#### **11.4. Travel to and from Officer Training School (OTS).**

11.4.1. Civilian Life to OTS. The Maxwell FSO processes these members into the Air Force upon arrival at OTS. The Maxwell FSO submits the transfer-out transaction using the graduation date as the departure date upon completion of OTS. The member's voucher will cover departure time from Maxwell through arrival at first PDS.

11.4.2. Enlisted Member to OTS. When an enlisted member is ordered to OTS, the status at OTS is TDY en route. Exception is if the member will attend follow-on training at Maxwell which, when combined with OTS, will exceed 20 weeks, or if the new PDS will be Maxwell. Upon arrival at OTS, members not in the exception above submit a no-pay-due travel voucher. The Maxwell FSO uses this voucher to transfer the member in and settle member's leave account; this must be done before commissioning. Upon completion of OTS, the Maxwell FSO submits the transfer-out transaction using the graduation date as the departure date. Upon arrival at the PDS, the member's voucher is prepared from departure time from the old PDS before OTS, through arrival time at the new PDS. The member is entitled to per diem as an enlisted member while attending OTS as TDY en route, and as an officer following commissioning and at TDY stations en route following OTS. The gaining FSO computes member's entitlement from the old PDS through OTS and any other TDYs en route to the new PDS and makes payment. The transfer-in transaction for DJMS covers the period beginning with departure from Maxwell through arrival at the new PDS. AF Form 985 is prepared to show leave charges beginning with departure from Maxwell.

#### **11.5. Vicinity Travel.**

##### **11.5.1. Claim Preparation:**

11.5.1.1. In and Around PDS. Claims for vicinity travel within or near the PDS are reimbursed on a SF 1164, Claim for Reimbursement for Expenditure of Official Business.

11.5.1.2. In and Around TDY Locations. Commanders, or their designated representatives, may authorize in advance or approve after the fact reimbursement of transportation expenses covered in this section. Authority to perform such travel must be classified as a special authorization under AFI 65-103, Vol. I. The authorization for reimbursement of expenses incurred within and around a TDY station is normally included in the basic travel order and claim made on DD Form 1351-2. If reimbursement for such expenses is approved after the travel has been performed, use a SF 1164, Claim for Reimbursement for Expenditures on Official Business to show such approval. **Note:** Designated-approving officials may not approve their own vouchers for payment.

##### **11.5.2. Claim Submission:**

11.5.2.1. Transportation at Permanent Station. Submit claims within five workdays after the end of the month in which the transportation is procured.

11.5.2.2. Transportation at TDY Station. Submit claims for reimbursement for transportation within and around TDY station on SF 1164, as a supporting document to the travel claim, or

include in item 5 of DD Form 1351-2, as applicable. Submit claims involving transportation within and around a TDY station within five workdays after completion of travel.

11.5.2.3. When the final settlement voucher has already been processed, the SF 1164 may be used as the payment voucher in its own right. In these cases, cross-reference to the settlement voucher should be included on SF 1164.

## **11.6. Recruiting Duty.**

### **11.6.1. Claims:**

11.6.1.1. General. Member entitled to reimbursement presents the claim on a SF 1164, prepared in original and four copies. Submit vouchers within five workdays after the last day of the month to claim reimbursement of expenditures incurred during that month.

11.6.1.2. SF 1164 and Supporting Documents (see [Chapter 8](#)). SF 1164 should show:

11.6.1.2.1. Agency - Organization and duty location.

11.6.1.2.2. Name of Claimant - Name, grade, and SSN.

11.6.1.2.3. Address - Address to which a copy of the claim is to be mailed.

11.6.1.2.4. Columns - Date on which expense was incurred, description of item, purpose, recipient, and amount.

11.6.1.2.5. Claimant's Certificate - Date and signature of claimant.

11.6.1.2.6. Supporting Documents - Attach receipts for any single item of \$75 or more.

11.6.2. Approval Procedures. Squadron commanders, group commanders, and the director or deputy director of Recruiting Operations AETC/RSO, Randolph AFB TX 78150, have authority for administrative approval of reimbursement vouchers for personnel assigned at their respective level. Approving officials should:

11.6.2.1. Review SF 1164 for completeness, reasonableness of items claimed, and accuracy. Line out and initial any expense items not reimbursable or items for which reimbursement is otherwise proper under provisions of other instructions.

11.6.2.2. Enter applicable fund cite in Accounting Classification block citing element of expense/investment code (EEIC) 59254.

11.6.2.3. Date and sign voucher in space designated for approving official.

11.6.2.4. Keep one copy of SF 1164 in squadron files with supporting documentation.

11.6.2.5. When squadron commander is the claimant, the recruiting group commander must approve voucher.

11.6.3. Reimbursable Expense Itemization. Expenses must be stated in enough detail to satisfy the requirements of JFTR, Chapter 7, and to fully support entitlement. Example: Show date, type of expense, names, number of, type of applicants (i.e., non-prior-service (NPS), nurse, officer trainee (OT)), and amount.

## **11.7. Witness Payments.**

11.7.1. Preparation. Witnesses use DD Form 1351 to request an advance of per diem, transportation, and fees. Advances for non-DoD civilian witnesses may be requested and certified on the DD Form 1351 by the Staff Judge Advocate who has administrative responsibility for the proceeding in which the testimony is to be provided. DD Form 1351-2 is used to settle these travel claims. Instructions for preparation of DD Forms 1351 and 1351-2 are in [Chapter 8](#). The Staff Judge Advocate certifies attendance or expert fees in block 18 of the DD Form 1351-2.

11.7.2. Attachments. Military members and DoD employees perform witness travel using DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel. Three copies of orders are to be attached to the claim. Non-DoD civilians perform witness travel using DD Form 453-1, Court-Martial Witness Travel Order (see AFI 65-103, Vol. 1). Three copies of each document are required to support claim. When professional advice or services are rendered by an expert and no travel is involved, payment for fees is accomplished using SF 1034, Public Voucher for Purchases and Services other than Personal. The Staff Judge Advocate approving and certifying official certifies the amount to be paid. A copy of the order convening the court or commission and a copy of the summons, subpoena, letter, or other document requiring the individual's attendance in the case must be attached to the SF Form 1034.

## **11.8. Reserve Component Members.**

11.8.1. Preparation. Reserve component members use DD Form 1351-2, Travel Voucher or Subvoucher, to claim travel allowances. Generally, the DD Form 1351-2 is prepared according to instructions in [Chapter 8](#). However, members performing ACDUTRA who commute daily only need to show departure from home and arrival at duty station on the first day and departure from the duty station and arrival at home on the last day. The voucher must contain the statement "commuted daily (date) through (date)." Exceptions: Reserve Components members, whose ACDUTRA travel orders specify "Will commute-corporate limit travel", are not required to file a voucher. "All Air Force Reserve members who perform duty in a will-commute status, not within the corporate limits, and were not in per diem status, may submit their AF Form 938 with completed POV statement for claims for mileage only in place of a DD Form 1351-2."

## **11.9. Emergency Leave.**

11.9.1. Preparation. Members traveling in emergency leave status to or from overseas must submit a travel claim on DD Form 1351-2.

11.9.2. Attachments. Supporting documents required for overseas emergency leave travel are:

11.9.2.1. Travel order (AF Form 972, Request and Authorization for Emergency Leave Travel).

11.9.2.2. Military Transportation Authorization (MTAs).

11.9.2.3. Government Procured Transportation (formerly called Transportation Request (TRs)).

**11.10. Travel Claims of Dependents of Deceased Members or Members Officially Reported in a Casualty Status.** (AFI 36-3020 and JFTR, par. U5241.) Claims for dependent travel performed under the provisions of 37 U.S.C. 406(f) or 554 must be supported by two copies of DD Form 1300, Report of Casualty.

11.10.1. If a claim is for travel to a member's home of record as shown on DD Form 1300, no further documentation is required.

11.10.2. If a claim is for travel to the official residence of a blood or affined relative, a statement to that effect showing the name and relationship of the person to whose residence travel was performed must be furnished.

11.10.3. If a claim is for travel to a place other than those described in [11.10.1.](#) and [11.10.2.](#) above, evidence of approval by the nearest MAJCOM is required.

### **11.11. Travel Under Classified Orders**

11.11.1. General. If classification of a TDY order is necessary, the special order must be classified, marked, and handled according to DoD 5200.1-R/AFI 31-401. Classified orders should only be distributed to persons who have the proper clearance and that require a copy of the order. If an unclassified extract from a classified order furnishes enough information, it may be used to support the payment voucher. This permits filing an unclassified travel voucher and does not require completion of AF Form 32, Certificate for Travel Under Classified Orders. Process the payment in the normal manner.

11.11.2. Declassification. Classified orders that contain an automatic downgrading statement can be downgraded without asking the originating or other authority. If this statement is not included on the order and the need for classification no longer exists, a written request for cancellation or change under DoD 5200.1-R/AFI 31-401 must be sent to the originating or higher authority.

11.11.3. Supporting Evidence Required. The traveler must complete AF Form 32 in duplicate and sign both copies and attach them to the travel claim. AF Form 32 supports the voucher in place of classified orders and the itinerary or other papers (including carrier receipts) that contain names or locations of ships or stations. The following information is required to process a classified travel claim:

#### **11.11.3.1. TDY location:**

11.11.3.1.1. If TDY location is classified and the FSO has knowledge of the location, have the traveler indicate in the itinerary of the travel claim the location by showing site 1, site 2, and so forth. The FSO can apply the per diem rate for the classified location.

11.11.3.1.2. If the TDY location is classified and the FSO does not have knowledge of the location or the traveler insists on showing the location, process the travel claim using AF Form 32.

#### **11.11.3.2. Availability of government dining facility and quarters.**

#### **11.11.3.3. Whether or not field duty existed.**

#### **11.11.3.4. Period of field duty (dates unclassified).**

#### **11.11.3.5. Period of exercise (dates unclassified).**

#### **11.11.3.6. Unclassified extract of the order or AF Form 32 if the order is classified.**

11.11.4. Information Not to Be Shown on Voucher. To eliminate the need for the FSO to classify vouchers covering travel performed under classified orders, vouchers should not:

11.11.4.1. Show names or locations of ships or stations (instead, show classified location #1, classified location #2, etc.).

11.11.4.2. Have classified orders attached.

11.11.5. Distribution of AF Form 32, Certificate for Travel Under Classified Orders. The original AF Form 32 must be attached to the original DD Form 1351-2. The duplicate copy of the AF Form 32 must be attached to the accounting copy of the settlement voucher. AF Form 32 supports the voucher in place of classified orders, itinerary, and supporting documentation that contains classified information. Copies of classified orders with the related classified itineraries must be stored according to DoD 5200.1-R/AFI 31-401. If a classified order is declassified, copies of the order and itineraries must be attached to the accounting voucher copy that is maintained in the FSO.

11.11.6. Citation to Classified Orders. All travel vouchers must contain a complete citation to classified orders involved, with the exception of names or locations of ships or stations. For example: Special Order AA-1200 HQ USAF, 18 Jul 2003.

11.11.7. Vouchers Covering Reimbursement for Dependent Transportation. To claim reimbursement, the claimant must:

11.11.7.1. Complete the voucher in full, omitting all names and locations of ships and stations mentioned in the classified orders.

11.11.7.2. Support the voucher with AF Form 32.

## **11.12. Foreign Exchange Officers (USAF Officers).** (See AFI 16-107, Chapter 7.)

## **11.13. Members of the Armed Forces of Foreign Nations.**

11.13.1. When members of the armed forces of a foreign nation request advance of funds at an Air Force installation, the base contacts the Embassy of the country requesting the funds, with names and funds requested. See [www.embassy.org](http://www.embassy.org) for telephone numbers of the various embassies.

11.13.1.1. The FSO obtains a listing of members of the foreign nation receiving advances, their home station, aircraft tail number, if applicable, and forwards the information to their servicing field site. The advances are paid from base operations and maintenance (O&M) funds. Additional information is in AFI 16-107. The field site prepares an AF Form 819, Invoice of Claim, attaches the supporting documentation and forwards it to DFAS-AYCFM/DE.

11.13.2. Foreign Students. Foreign students are paid on DD Form 1351-2 according to instructions in **Chapter 8**. Entitlements are outlined in AFJI 16-105. Travel orders are required to support claim. A copy of each paid voucher must be forwarded to AFSAT/FAR, Randolph AFB TX 78150-5001. The student's master travel record (MTR) is forwarded to the next training location. Upon completion of all CONUS training, forward the MTR to the office listed above.

## **11.14. Payments Chargeable to Non-DoD Agency Funds.**

11.14.1. When Air Force or federally employed non-DoD personnel travel under competent orders and request travel payments which are chargeable to non-DoD agency funds, use following procedures:

11.14.1.1. Use base operation and maintenance (O&M) funds to cover the advance, accrual payments, or final settlement.

11.14.1.2. Set up a refund receivable for the amounts disbursed. Where feasible, combine multiple payments in one billing. Prepare billing of SF 1080, Voucher of Transfer between Appropriations and/or Funds, when payments are made. Send the SF 1080 to the order-issuing official

stated in the order. Attach a copy of the travel order and a copy of the completed voucher. Mark the travel advance or accrual payment voucher "For deduction from final settlement of travel under this travel order".

11.14.1.3. When collection is received, collect the amount as an appropriation refund.



Figure 11.1. AF Form 32 Certification for Travel under Classified Orders.

CERTIFICATE FOR TRAVEL UNDER CLASSIFIED ORDERS			DATE 20031114	
<p><b>AUTHORITY:</b> 37 U.S.C. 404-412; 5 U.S.C., chapter 57; and EO 9397, Nov 1943.</p> <p><b>PRINCIPAL PURPOSES:</b> Used by the accounting and finance office to support the travel voucher instead of classified orders and the itinerary or other papers that contain names or locations of ships or stations.</p> <p><b>ROUTINE USES:</b> Travel records are used to pay travel entitlements to military and civilian personnel. The payments are made by Air Force AFOS. Travel vouchers are subject to audit by the General Accounting Office (GAO).</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> Failure to provide information, including SSN, may result in no reimbursement for the travel involved.</p>				
LAST NAME - FIRST NAME - MIDDLE INITIAL	GRADE	SSN	MODE OF TRAVEL	
Smith John A.	E-7	000-00-0000	<input checked="" type="checkbox"/> AIR	<input type="checkbox"/> OTHER
<p>I CERTIFY that by classified orders I was ordered to perform official government duties for which allowances on the attached voucher are claimed; the travel ordered was performed; and data on the travel voucher is correct. I have shown or mailed to the paying Accounting and Finance Officer a copy of the classified orders, the basis of the voucher presented for payment.</p> <p>Where actual expense allowances for high-cost areas in the United States are involved, the maximum daily amount authorized in the Joint Travel Regulations is shown, and daily itemized cost of meals, lodging, and miscellaneous expenses are actual amounts paid.</p> <p>Where travel by private conveyance is involved, the number of miles shown is the official distance covered.</p> <p>Where per diem is involved, the dates and times of departure and arrival and the daily cost of lodging is actual amount paid.</p> <p>Where dependent travel is involved, the statements on the voucher are correct. Amount of reimbursement claimed represents payment for the official distance or the actual commercial cost of transportation (shown by carrier receipt) for authorized dependents listed on the voucher.</p>				
<p align="center"><b>CERTIFICATION APPLICABLE FOR TRAVEL BY AIR</b></p> <p>I further certify the stops were necessary for the reasons stated; that the time required for the journey was the minimum necessary; and that in all cases flight was resumed as soon as practicable.</p>				
STATEMENT OF MEMBER		SIGNATURE AND GRADE OF PERSONNEL OFFICER		
The above certification pertaining to my ordered travel is true in its entirety.		George A. Jones, Lt Col, USAF		
		ORGANIZATION		
		460th Communication Squadron Buckley AFB, CO 80011		
SIGNATURE OF MEMBER		BASIS FOR CERTIFICATION		
		<input type="checkbox"/> DIRECT KNOWLEDGE OF FACTS	<input checked="" type="checkbox"/> SIGNED STATEMENT OF MEMBER CONTAINED HEREON	
REMARKS/LIST OF ATTACHMENTS				

## Chapter 12

### QUESTIONABLE CLAIMS

**12.1. Request for Advance Decision.** The FSO prepares requests for advance decision on questions involving the applicability of law. For further guidance see DoDFMR, Vol. 5, Chapter 25 and Vol. 9, Chapter 8.

12.1.1. General. An FSO, DoD disbursing officer or certifying officer is entitled to an advance decision on any question involving a voucher presented for payment. Prepare and submit the request for decision according to this paragraph.

12.1.1.1. Amounts of more than \$100:

12.1.1.1.1. Prepare the request in letterform addressed to: DFAS-HQ.

12.1.1.1.2. State in the first paragraph that the request is made under authority in 31 U.S.C. 3529.

12.1.1.1.3. Give a clear and brief presentation of the question at issue, including all facts causing doubts as to the validity of the proposed payment, without expressing the personal views of the FSO concerned. State that the request for a decision is made by a FSO, DoD disbursing officer or certifying officer and that the voucher submitted has been presented to the FSO for payment. Sign the request. If the requesting FSO does not, DFAS-HQ is not required or authorized to give a decision on the question. Attach to the letter of request a properly certified and approved voucher extended to show the amount payable, covering the payment proposed and supported by copies of orders and applicable supporting information.

12.1.1.1.4. Submit the original and two copies of the request for advance decision through MAJCOM channels to DFAS-HQ. The supporting DFAS Center reviews each request and contacts the disbursing officer to resolve any questions. Questionable claims, which require advance decisions by the OSD Office of the General Counsel for military members and the General Services Administration Board of Contract Appeals (GSBCA) for DoD employees, through DFAS-HQ, for submission to PDTATAC.

12.1.1.2. Amounts of \$100 or Less. Requests for advance decision for payment of \$100 or less are prepared and processed the same as for amounts of more than \$100, except address the letter to the DFAS-IN, Travel Pay Services, Travel Systems & Procedures, ATTN: DFAS/PTC-IN (Sheila Melton), 8899 East 56<sup>th</sup> Street, Indianapolis, IN 46249.

12.1.2. Approval or Disapproval. If a decision is given that payment is proper, the original voucher is returned to the FSO for payment. If payment is disapproved, the FSO is notified and the original voucher, together with supporting documents is not returned.

12.1.3. Processing for Payment. The FSO records the number and date of the decision on, or attaches a copy of the DFAS-IN decision to, each voucher approved for payment.

12.1.4. Effective Dates. An advance decision in a particular case takes effect from the date that the decision is given. A delay by DFAS-IN or a MAJCOM in notifying an FSO of a decision does not defer the effective date of the decision.



12.1.5. Agent Requests. An agent of an FSO is not authorized to ask for an advance decision. Any agent who believes that a decision is necessary sends the required documents and any related data to the principal FSO for preparation and submission.

12.1.6. Restrictions. The following abstracts are from advance decisions and pertain to FSO actions regarding advance decisions.

12.1.6.1. Subject Awaiting Decision. No action may be taken by a FSO toward payment of a voucher when the subject is being considered for an advance decision.

12.1.6.2. Subject Pending in Court of Claims. It is not the practice to render an advance decision on identical matters pending in the Court of Claims.

12.1.6.3. Reconsideration. Reconsideration of a former final decision cannot be conducted unless new material evidence is furnished or unless a mistake, fraud, or collusion is involved.

12.1.6.4. Informal Opinions. The expression of an informal opinion by an officer or employee of the applicable board is not an official action and is not controlling in any matter that may come before the board for an official determination. **Note:** The Comptroller General rendered decisions prior to October 1996. To review any decisions prior to October 1996 see <http://www.gao.gov/decisions/decision.htm>. To review any decisions October 1996 forward see <http://www.defenselink.mil/DoDgc/doha/claims/> for military claims and <http://www.gsa.gov/gsbca/travel/travel2.htm> for civilian claims.

## 12.2. Doubtful Travel Claims.

12.2.1. General. If a traveler desires to contest a disbursing officer's decision concerning an entitlement determination, the disbursing officer must assist in the submission of that claim. It is the traveler's right to have the claim forwarded for reconsideration. The disbursing officer has the responsibility of informing the traveler of this right. A claim will not necessarily be denied because a part of the claim contains an element of doubt. Process the part not in question per instructions in applicable directives. When partial settlement is made, the FSO states, in writing, the amount of the partial settlement and that no further payments will be made except after certification in the name of DOHA/GSBICA.

12.2.2. Claim Forwarding. FSO's prepare the request in letterform addressed to:

Military: Defense Office of Hearings and Appeals (DOHA)  
Claims Division  
PO Box 3656  
Arlington, VA 22203

Civilian: General Services Administration (GSA)  
Board of Contract Appeals (GSBICA)  
18th and F. Streets, NW  
Washington, DC 20405

12.2.2.1. Send three complete copies of a doubtful claim to MAJCOM/FMF for assistance. MAJCOMs forward unresolved claims to DFAS-IN. The transmittal should contain a command analysis of the claim, results of research, statement of policy affecting the claim, and recommendations for approval or denial. Send claims expiring within six years of the statute of limitations to DFAS-IN promptly for registration with DOHA/GSBCA. Give special handling to claims of this type and advise addressees that registration with DOHA/GSBCA may be necessary. (See 31 U.S.C. 3526 and 3702).

12.2.3. Documentation. The claimant signs claims forwarded according to subparagraph 12.1.1.4. above. Send with the claim as applicable:

12.2.3.1. The claimant prepares the documents necessary for submission. The claimant must include a statement over his or her signature specifically requesting DOHA/GSBCA review.

12.2.3.2. DD Form 1351-2, Travel Voucher or Subvoucher.

12.2.3.3. Copies of special orders or chain of orders supporting the allowance claimed.

12.2.3.4. DD Form 1351-5, Government Quarters and Mess, or other statements of non-availability of government quarters or government dining facility.

12.2.3.5. An administrative report prepared by the FSO in letter format. Do not sign the administrative report and do not list the supporting documents as attachments. Place tabbed blank sheets in front of each supporting document that is itemized in the body of the letter. See Figure 12.1. for an example of the administrative report.

12.2.3.6. Any other related certificates or statements including documents corroborating unusual circumstances or events.

12.2.4. Reservation of Funds. Vouchers recommended for payment must show amount of claim and the complete major accounting classification of the funds to be charged. To provide for the possibility of the claim being approved, the letter from the FSO must include a statement that the amount of the claim has been posted in the fund ledger as an accrued expenditure unpaid (AEU).

12.2.5. For DOHA/GSBCA responsibilities, see DFAS-DE 7010.1-R

**12.3. Retroactive Amendments to Travel Orders.** Retroactive amendments to increase or decrease the amount of money due the traveler must be fully justified (24 Comp Gen. 439 (1944)). Circumstances permitting an amendment to authorize additional payment are so rare that claims based on them are seldom allowed. The travel claim with the amended order should be submitted to DOHA/GSBCA through the MAJCOM and DFAS-IN, with a statement of facts and circumstances. A written amendment confirming an oral order is not included in this category provided the oral order was issued on or before the effective date of the directed change. Support claims with a complete statement from the order-issuing authority relating facts and circumstances that necessitated issuance of the amended order (24 Comp Gen. 439 (1944)). If necessary, DFAS-IN will forward the claim for a final determination. Orders may be in this category even though the amended orders state the purpose is to correct an administrative error. Where practical, pay locally that portion of a claim for the lesser of the entitlement accrued under the original order or under the amended orders and submit the balance of the claim. In cases where the JFTR or JTR provide for after the fact approval of miscellaneous reimbursable expenses, the order-issuing official may approve such expenses. The claim is properly payable without the need to retroactively amend the order.

**12.4. Claims Generated by Lost Government Procured Transportation (formerly called Transportation Requests (TR)) or Carrier's Tickets**

12.4.1. General. See JFTR, par. U5165. The FSO settles a member's or employee's travel account on the basis that the traveler used government transportation furnished on the original ticket, if the original is lost, stolen, or destroyed.

12.4.2. Lost While in the Custody of the Traveler:

12.4.2.1. Traveler Actions:

12.4.2.1.1. The traveler must immediately notify the designated carrier and the issuing TMO and complete a lost ticket refund application or any report required by the designated carrier. The traveler must purchase transportation with personal funds when the TR or paper ticket is lost. If the traveler does not have sufficient funds, a cost charge TR must be issued according to AFI 24-101 and appropriate action as described below must be taken when the traveler's settlement voucher is processed.

12.4.2.1.2. Upon return or arrival at the PDS, TMO must obtain from the traveler the information needed to complete an SF 1170, Redemption of Unused Tickets. A copy of the SF 1170 must be provided to the traveler.

12.4.3. TMO Actions: The TMO takes the necessary actions as prescribed in AFI 24-101.

12.4.4. DFAS Actions:

12.4.4.1. Upon receipt of the initial SF Form 1170, Redemption of Unused Tickets, from TMO, the servicing DFAS field site establishes a refund receivable, in the amount of the lost TR/Ticket.

12.4.5. Case settlement:

12.4.5.1. Refund received from the carrier through the TMO. Process collection according to DFAS-DE 7077.2-M, Chapter 30. Use the TR number as the document number.

12.4.5.2. If the lost/stolen TR/paper ticket was purchased at Government expense, the traveler must not be reimbursed for purchasing a replacement ticket until the Government receives a refund for the original paper ticket.

12.4.5.3. If the traveler purchased the lost/stolen paper ticket, reimbursement is authorized for the original paper ticket only. If the original paper ticket is recovered, refunded, and the government repaid, the traveler may then be reimbursed for the cost of the replacement ticket, NTE the cost of the original paper ticket.

12.4.6. Reporting. All transactions involving refunds receivable establishment, collection, or write-off must be included in the RCS: HAF-ACF(Q)8108(DE), Report on Status of Accounts and Loans Receivable Due From the Public.

**12.5. Lapsed Appropriations.** FSOs must reimburse travel voucher claims that are free of law or fact and are received within six years after the date the travel was performed. If a travel claim is received four or more years after travel was performed and cannot be paid promptly, it is sent to DFAS-IN for registering with DOHA/GSBCA. (See 31 U.S.C. 3526 and 3702 or DFAS-DE 7010.1-R).

**Figure 12.1. Sample Administrative Report to DOHA/GSBCA.**

Sample Administrative Report to DOHA/GSBCA

Claim for (name of claimant, claimant's agency, SSN)

TO: (See par. 12.2. for address)

1. Claim of (name and address of claimant) is forwarded under DOHA/GSBCA directives.
2. Reason for forwarding claim: (A statement of the facts out of which the claim arose and any amounts that might be due the claimant.)
3. Supporting Documents: (Statement of doubt, law, or other reason for forwarding the claim.)
4. Citation of pertinent supporting documents, such as contracts, vouchers, applicable statutes, instructions, etc., attached to the claim.
5. No Pay Statement: (use the appropriate statement below)
  - a. Claim has not been paid and will not be paid except following certification by DOHA/GSBCA.
  - b. Partial settlement has been made in the amount of (amount). No further payments will be made except following certification by DOHA/GSBCA.

Funds:

6. If approval recommended, state: "See attached DD 1351-2, Travel Voucher or Subvoucher" or "cite other applicable voucher". If disapproval is recommended, state: "No funds reserved." Cite the appropriation from which payment will be made if claim is allowed by DOHA/GSBCA. Funds will be reserved for all administratively approved claims.

Recommendation:

7. Type the heading but do not include the recommendation. The recommendation will be included in the letter transmitting the claim. DFAS-IN completes the administrative report using the facts submitted. They do not change the administrative recommendation submitted, but resolves any differences of opinion with the submitting activity.

## Chapter 13

### CROSS-DISBURSING

**13.1. Cross-Disbursement Policies.** Effective October 1, 1996, the Office of the Undersecretary of Defense, Comptroller (OUSD/C) directed the elimination of cross-disbursement of individual travel payments. Cross-disbursing means one DoD component paying a traveler using another DoD Component's funds. This policy contained six exemptions to the policy.

**13.2. Exemptions embedded in the OUSD(C) policy:**

13.2.1. Travel funded by multiple funding sources, open (central) allotment, or by special centrally managed funds.

13.2.2. Travel performed entirely outside the continental United States (OCONUS) or travel funded by an activity located OCONUS but performed in CONUS (Hawaii and Alaska are considered CONUS) for the purposes of this policy.

13.2.3. Travel funded by special access (classified) programs.

13.2.4. Travel required as the result of a deployment, an emergency, or a disaster.

13.2.5. Accountable station has no disbursing capability (no Disbursing Station Symbol Number - DSSN).

13.2.6. Travel transaction processed by a Reengineering Travel Transition Office (RTTO) pilot test site.

**13.3. Each of the DFAS Centers, representing a DoD component, published guidance to clarify the above OUSD/C exceptions.** The exemptions are based upon who administers the funds. Department 21 is Army (DFAS-Indianapolis), Department 17 is Navy (DFAS-Cleveland) or Marines (DFAS-Kansas City), and Department 97 is DoD. Department 97 is administered by each component. The ADSN and limitation determines which exemptions apply, e.g., Department 97 with an Air Force limitation the DFAS-DE exemptions apply. **Note:** For a complete listing of exemptions, see DFAS-DE Interim Guidance on Procedures for Travel Accounting Operations.

**13.4. Forms Prescribed**

13.4.1. AF 32, Certification for Travel Under Classified Orders

13.4.2. AF 985, Report of Travel Time/Leave (JUMPS)

13.4.3. AF 2282, Statement of Adverse Effect-Use of Government Facilities

13.4.4. AF 3540, Do-It-Yourself (DITY) Move Certification

13.4.5. AF 3541, Relocation Income Tax Allowance Employee Information Handout

13.4.6. AF 3542, Relocation Income Tax Allowance (RITA)-Year 2 Calculation

13.4.7. AF 3544, Taxable Reimbursements Worksheet

**13.5. Adopted Forms**

- 13.5.1. AF 150, Drayage/Storage Authorization-Government Quarters
- 13.5.2. AF 819, Invoice of Claim
- 13.5.3. AF 828, Incomplete Travel, Claim Notice
- 13.5.4. AF 938, Request and Authorization for Active Duty Training/Active Duty Tour
- 13.5.5. AF 972, Request and Authorization for Emergency Leave Travel
- 13.5.6. AF 988, Leave Request/Authorization
- 13.5.7. AF 1486, Unit Leave Control Log
- 13.5.8. AF 2096, Classification/On-the-Job Training Action
- 13.5.9. DD 139, Pay Adjustment Authorization
- 13.5.10. DD 453-1, Court-Martial Witness Travel Order
- 13.5.11. DD 788, Private Vehicle Shipping Document for Automobile
- 13.5.12. DD 1131, Cash Collection Voucher
- 13.5.13. DD 1300, Report of Casualty
- 13.5.14. DD 1351, Travel Voucher
- 13.5.15. DD 1351-1, Travel Allowance Payment List
- 13.5.16. DD 1351-2, Travel Voucher or Subvoucher
- 13.5.17. DD 1351-2C, Travel Voucher or Subvoucher
- 13.5.18. DD 1351-3, Statement of Actual Expenses
- 13.5.19. DD 1351-5, Government Quarters and Meals
- 13.5.20. DD 1351-6, Multiple Travel Payment List
- 13.5.21. DD 1337, Authorization/Designation for Emergency Pay and Allowances
- 13.5.22. DD 1610, Request and Authorization for TDY Travel of DoD Personnel
- 13.5.23. DD 1614, Request and Authorization for DoD Civilian Permanent Duty Travel
- 13.5.24. DD 1705, Application for Reimbursement of Expenses Incurred by DoD Civilian Employee Upon Sale or Purchase (or Both) of Residence Upon Change of Duty Station
- 13.5.25. DD 2278, Application for Do-it-Yourself Move and Counseling Checklist
- 13.5.26. SF 1034, Public Voucher for Purchases and Services Other than Personal
- 13.5.27. SF 1164, Claim for Reimbursement for Expenditures on Official Business
- 13.5.28. SF 1170, Redemption of Unused Tickets
- 13.5.29. TD W-2, Wage and Tax Statement

JOHN G. VONGLIS  
Acting Assistant Secretary of the Air Force  
(Financial Management and Comptroller)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

10 U.S.C. 8013 Joint Travel Regulations (JTR) and Joint Federal Travel Regulations (JFTR)  
DoDD 4500.9, Transportation and Traffic Management  
DoD 4500.32-R, Volume 2, MILSTAMP Transportation Account Codes (TACS)  
DoDI 4500.42, DoD Passenger Transportation Reservation and Ticketing Services  
DoD 5200.1-R, Information Security Program  
DoD 5500.7-R, Joint Ethics Regulation (JER)  
DoD 7000.14-R, DoD Financial Management Regulation (FMR) Volume 8, Civilian Pay Policy and Procedures  
DoD 7000.14-R, DoD Financial Management Regulation (FMR) Volume 9, Travel Policy and Procedures  
AFJI 16-105, Joint Security Assistance Training (JSAT)  
AFI 16-107, International Personnel Exchange Program (PEP)  
AFI 24-101, Passenger Movement  
AFI 31-401, Information Security Program Management  
AFI 33-328, Administrative Orders  
AFJI 34-126, Armed Forces Professional Entertainment Programs Overseas  
AFI 34-242, Mortuary Affairs Program  
AFMAN 34-255, Directory of Government Quarters and Dining Facilities  
AFI 36-2020, Disenrollment of United States Air Force Academy Cadets  
AFI 36-2102, Classifying Military Personnel (Officers and Airmen)  
AFI 36-2110, Assignments  
AFI 36-2306, The Education Services Program  
AFI 36-3003, Military Leave Program  
AFI 36-3020, Family Member Travel  
AFI 36-3106, Retiree Activities Program (PA)  
AFI 37-138, Records Disposition—Procedures and Responsibilities  
AFMAN 37-139, Records Disposition Schedule  
AFI 51-502, Personnel and Government Recovery Claims  
AFI 51-601, Gifts to the Department of the Air Force  
AFPD 65-1, Management of Financial Services

AFI 65-103 Volume 1, Temporary Duty Orders

AFI 65-601, Vol. 1, Budget Guidance and Procedures

AFMAN 65-604, Appropriation Symbols and Budget Codes

Manual for Courts Martial (MCM) 1984

DoD Foreign Clearance Guide

DFAS-DE 7010.1-R, General Accounting and Finance Systems at Base Level

DFAS-DEM 7073-1, Defense Joint Military Pay System-Active Component (DJMS-AC) FSO Procedures

DFAS-DE 7077.2-M, GAFS (BQ) USAF Standard Base Level General Accounting and Finance User's Manual

Interim Guidance on Procedures for Travel Accounting Operations

Joint Federal Travel Regulations, Volume 1, Air Force Supplemental, Uniformed Service Personnel

Joint Travel Regulations, Volume 2, Air Force Supplemental, Department of Defense (DoD) Civilian Personnel

### ***Abbreviations and Acronyms***

**AFSO**—Accountable Financial Services Office

**ACDUTRA**—Active Duty for Training

**ACSC**—Air Command and Staff College

**AD**—Active Duty

**ADSN**—Accounting and Disbursing Station Number

**AFAFO**—Air Force Accounting and Finance Office

**AEP**—Accrued Expenditures Paid

**A&F**—Accounting and Finance

**AFPC**—Air Force Personnel Center

**AFRC**—Air Force Reserve Command

**AFROTC**—Air Force Reserve Officer Training Corps

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**ASIF**—Airlift Service Industrial Fund

**ATC**—Air Training Command

**ATM**—Automated Teller Machine

**AWC**—Air War College

**BPAC**—Budget Project Account Code



**BQ**—General Accounting System  
**CC**—Card Column  
**CIC**—Customer Identification Code  
**CMA**—Centrally Managed Allotment  
**CPF**—Civilian Personnel Flight  
**CO**—Commanding Officer  
**COD**—Cash (or collect) on Delivery  
**CONUS**—Continental United States  
**COT**—Consecutive Overseas Tour  
**CPR**—Civilian Pay Record  
**DFAS-DE**—Defense Finance and Accounting Service-Denver Center  
**DFAS-I**—Defense Finance and Accounting Service-Indianapolis  
**DJMS-AC**—Defense Joint Military Pay System-Active  
**DJMS-RC**—Defense Joint Military Pay System-Reserve  
**DLA**—Dislocation Allowance  
**DoD**—Department of Defense  
**DSSN**—Disbursing Station Symbol Number  
**EAD**—Extended Active Duty  
**EEIC**—Element of Expense/Investment Code  
**EFT**—Electronic Funds Transfer  
**FAST**—Federal Automated System for Travel  
**FC/FY**—Fund Code/Fiscal Year  
**FITW**—Federal Income Tax Withholding  
**FSO**—Financial Services Office  
**FY**—Fiscal Year  
**GBL**—Government Bill of Lading  
**GEBAT**—Government Excess Baggage Authorization/Ticket  
**GMR**—Government Meal Rate  
**GSA**—General Services Administration  
**GSU**—Geographically Separated Unit  
**GTR**—Government Transportation Request  
**HHG**—Household Goods

**HOS**—Home of Selection

**IAW**—In Accordance With

**IOM**—Interoffice Memorandum

**IMA**—Individual Mobilization Augmentee

**IRS**—Internal Revenue Service

**JDC**—Jumps Data Collection

**JFTR**—Joint Federal Travel Regulation

**JTR**—Joint Travel Regulation

**LV**—Leave

**MAJCOM**—Major Command

**MALT**—Monetary Allowance in Lieu of Transportation

**MAP**—Military Assistance Program

**MDC**—Movement Designator Code

**M&IE**—Meals and Incidental Expense

**MFP**—Major Force Program

**MMPA**—Master Military Pay Account

**MPF**—Military Personnel Flight

**MT**—Meal Ticket

**MTA**—AMC Transportation Authorization

**MTMC**—Military Traffic Management Command

**NET**—Not Earlier Than

**NGB**—National Guard Bureau

**NLT**—Not Later Than

**NPS**—Non-Prior-Service

**OAC**—Operating Agency Code

**OAC/OBAN**—Operating Agency Code/Operating Budget Account Number

**OBAN**—Operating Budget Account Number

**OBY**—Operating Budget Year

**O&M**—Operation and Maintenance

**OTD**—Official Table of Distances

**PA**—Private Automobile

**PAS**—Personnel Accounting System

**PCS**—Permanent Change of Station  
**PDS**—Permanent Duty Station Personnel Data System  
**PDTATAC**—Per Diem, Travel and Transportation Allowance Committee  
**PFR**—Personal Financial Record  
**PMR**—Proportional Meal Rate  
**POC**—Privately Owned Conveyance  
**POD**—Port of Debarkation  
**POE**—Port of Embarkation  
**POV**—Privately Owned Vehicle  
**PPM**—Personal Procured Move  
**RC/CC**—Responsibility Center/Cost Center  
**RITA**—Relocation Income Tax Allowance  
**SAAM**—Special Assignment Airlift Movements  
**SATO**—Scheduled Airlines Traffic Office  
**SJA**—Staff Judge Advocate  
**TA**—Travel Allowance  
**TAC**—Transportation Account Code  
**TAD**—Temporary Additional Duty  
**T&A**—Time and Attendance  
**TDRL**—Temporary Disability Retired List  
**TDY**—Temporary Duty  
**TED**—Transfer Effective Date  
**TLA**—Temporary Lodging Allowance  
**TLE**—Temporary Lodging Expense  
**TMO**—Traffic Management Office  
**TPS**—Travel Pay Service  
**TQSE**—Temporary Quarters Subsistence Expense  
**TR**—Transportation Request  
**TTC**—Transaction Type Code  
**USAFA**—U.S. Air Force Academy  
**USAFR**—U.S. Air Force Reserve  
**VA**—Department of Veterans Affairs

**VOCO**—Verbal Order of the Commander

**VOU**—Voucher

**WTA**—Withholding Tax Allowance

### ***Terms***

**Advance**—Providing the traveler with funds to be used to meet travel-related expenses before travel has been started or completed.

**Allowable Travel Time**—The number of days allowed for official travel, determined after travel has been completed. Factors for determining allowable travel time are the itinerary of the member and/or dependents, required reporting dates at duty stations, and transportation mode(s) used, as shown on the travel settlement voucher. Members are in a duty status during periods of allowable travel time.

**Carrier**—Transportation facilities that are for hire to carry all persons who may apply for passage, so long as there is no legal excuse for refusing.

**Cardholder**—Air Force personnel eligible for a government-sponsored contractor-issued travel card under the guidelines of the government-sponsored contractor-issued travel card program. Includes eligible or selected personnel declining to apply for or accept the government contractor-issued travel card and personnel having their government contractor-issued travel card suspended or revoked because of account delinquency.

**Constructed Travel Time (CTT)**—Time required to travel between two points of directed travel via a usually traveled route according to common carrier schedules which most nearly coincide with the time of departure and arrival required to perform the mission. Travel time to and from terminal must be included in determining CTT.

**Destination**—For per diem purposes, the next location a member is TDY or has a stopover for the night.

**DoD Standard Travel Advance Policy**—Effective 30 September 1988, the Deputy Secretary of Defense directed the implementation of the DoD standard travel advance policy. This policy requires the implementation of the Office of Management and Budget-directed government-sponsored contractor-issued travel card program and the reduction of cash advanced for authorized and allowable travel expenses. The purpose of this policy is to improve the federal government's cash management program without imposing a personal financial burden on the traveler.

**Education and Training Fees**—Fees incurred by the Air Force for formal training of Air Force or other DoD personnel, both military and civilian. Includes expenses for tuition and other contractual expenses. This training is designed to meet the needs of the agency rather than the individual. Fees chargeable to EEIC 553.

**Elapsed Time**—The time spent between points of duty including the departure day through the arrival day for duty. This is the unit to be considered in determining authorized time a member is required to report to comply with the orders.

**Estimated Travel Time**—The maximum time that may be used for travel between duty stations as determined in advance and shown in the travel order. The transportation mode actually used can result in a lesser number of days of allowable travel time.

**Field Duty**—All duty by members serving with troops participating in maneuvers, war games, field

exercises, or similar types of operations, and

a. The member is subsisted in a government dining facility or with an organization drawing field rations, and is provided government quarters or is quartered in accommodations normally associated with field exercises (everything normally covered by per diem is furnished without charge, except that officer members are required to pay for rations at the discounted meal rate (basic meal rate), or

b. Students are participating in survival training and forage for subsistence and improvise their own shelter.

Members furnished quarters and subsistence obtained by contract may also be considered as performing field duty when so declared by competent official.

**Government-sponsored ATM Cash Advance Program**—The program allows Department of the Air Force cardholders with an authorized personal identification number to use their government-sponsored contractor-issued travel card to obtain advance travel funds at participating ATM outlets worldwide for official government travel. The program is to be used in conjunction with, and as a supplement to the Government-sponsored Contractor-Issued Travel Card Program. Therefore, cardholders must limit cash advances to out-of-pocket expenses (see below) and charge major chargeable expenses (see below) to the government-sponsored contractor-issued travel card.

**Government-sponsored Contractor-Issued Travel Card**—A contractor-issued travel card issued to eligible or selected Air Force personnel under the guidelines of the Government-sponsored Contractor-Issued Travel Card Program. The government-sponsored contractor-issued travel card is only for use on official government business.

**Government-sponsored Contractor-Issued Travel Card Program**—Department of the Air Force Secretariat, Air Staff organizations, major air commands, separate operating agencies, and geographically separated units must offer a government-sponsored contractor-issued travel card to Air Force members in grades E-7 and above, Department of the Air Force civilian employees GS-9 and above plus WS/WG and nonappropriated fund (NAF) employee equivalents who are likely to travel more than twice a year on official government business. Commanders may make the government-sponsored contractor-issued travel card available to responsible personnel below the grades specified who are required to travel. Commanders must ensure applications are processed expeditiously for all personnel who request a travel card. Commanders (or their designated representative) may make case-by-case exceptions to card issuance for personnel known to have personal financial difficulties or other related problems. The government-sponsored contractor-issued travel card is only for use on official government business. NOTE: See definition of DoD standard travel advance policy for background information.

**Major Chargeable Expenses**—Travel expenses a cardholder is normally able to pay for using a government-sponsored contractor-issued travel card, such as, commercial lodging costs, rental car costs and common carrier transportation fares (in limited circumstances when authorized or approved by the appropriate order-issuing official).

**Meal Tickets**—A request to a supplier to furnish meals and nonalcoholic beverages. They are used while traveling when the cost of passage does not include meals in hotels, restaurants, or other eating establishments.

**Negligence**—The failure to act as a reasonably prudent person would have acted under similar circumstances. Failure to comply with existing laws or instructions may be considered as evidence of negligence.

**Out-of-Pocket Travel Expenses**—Travel expenses that cannot be charged to a government-sponsored contractor-issued travel card and are, therefore, paid using cash, personal check, or travelers check. The following expenses are out-of-pocket travel expenses:

- a. Meals and incidental expenses covered by the per diem or actual subsistence expense allowance;
- b. Miscellaneous transportation expenses such as local transit system fares; taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; airplane parking, landing and tiedown fees;
- c. Gasoline and other variable expenses covered by the mileage for the use of a POC for official business;
- d. Other authorized reimbursable expenses which cannot be charged using the government-sponsored contractor-issued travel card and for which a cost can reasonably be estimated prior to travel;
- e. Major travel expenses that could be incurred by personnel not eligible for a government-sponsored contractor-issued travel card, such as commercial or government-contract procured lodging costs, rental car costs, and common carrier fares (in limited circumstances when authorized or approved by the appropriate order-issuing official), and
- f. All expenses outlined in a. through e. above when the order properly states a cardholder will not be able to use a government-sponsored contractor-issued travel card to charge major chargeable expenses and will not be able to obtain a cash advance through the Government-sponsored ATM Cash Advance Program.

**Registration Fee**—Fees and related expenses for participants whose presence is necessary for adequate Air Force representation (information exchange) in technical conferences, seminars, private associations, meetings and activities not convened for the purpose of formal training. The fee may be used to pay for guest speakers and expenses associated with sponsoring the function. Fees chargeable to EEIC 409.

**Transportation in Kind**—Transportation provided without direct cost to the member. Included are: (1) government aircraft, vessel, automobile; (2) AMC transportation; (3) use of TRs or warrants; (4) GSA transportation--owned or contracted; (5) foreign government transportation if at no cost; (6) Government-procured transportation via commercial carriers.

## Attachment 2

## LOCAL SERVICING TERMINALS OVERSEAS

Local servicing terminals often are within the boundaries of the PDS. The servicing terminal could be different for bus, rail, and air, but an installation does not have to have a servicing terminal for each transportation mode. For PCS travel, the local servicing terminal determines if MALT PLUS per diem (mileage) or only per diem is payable.

LOCATION	LOCAL TERMINAL	MODE OF COMMON CARRIER	DISTANCE
ALASKA:			
Clear AFS		Fly to Fairbanks and Government transportation to Clear AFS	82 miles
Eielson AFB	Fairbanks Int	Airport	28 miles
Elmendorf AFB	Anchorage Int	Airport	12 miles
Galena AFS	Galena AFS	GP	on base
PACAF:			
Hickam AB, HI	Honolulu Int	Airport	3 miles
Kadena AB, JA	Naha Int	Airport	34 miles
Kunsan AB, KOR	Kunsan City	Bus or Train	7 miles
Misawa AB, JA	Misawa Shi, Aomoriken	Domestic Air	2 miles
Osan AB, KOR	Songtan Si	Bus or Train	1 mile
	Kimpo Int (Seoul)	Airport	40 miles
Taegu AB, KOR	Taegu City	Train	5 miles
Yokota AB, JA	Tokyo City Air Terminal	Intl Air	28 miles
	Narita IAP	Intl Air	68 miles
	Haneda AP (Tokyo)	Domestic	34 miles
	Fussa	Train	3 miles
GERMANY:			
Alzey AS	Monsheim, GE	Train	13 miles
Ansbach AIN	Ansbach, GE	Train	1 mile
Augsberg AIN	Augsberg, GE	Train	3 miles
Bad Kreuznach	Bad Kreuznach, GE	Train	5 miles
Bad Munder	Bad Munder, GE	Train	9 miles
Bamberg AIN	Bamberg, GE	Train or Bus	2 miles
Basdahl	Bremerhaven, GE	Train	17 miles

LOCATION	LOCAL TERMINAL	MODE OF COMMON CARRIER	DISTANCE
Boerfink Mtn	Neubrucke, GE	Train	15 miles
Bremerhaven	Bremerhaven, GE	Train	8 miles
Flak Kaserne (Army)	Aschaffenburg, GE	Train	1 mile
Fulda AIN	Fulda, GE	Train	2 miles
Geilenkirchen (NATO)	Geilenkirchen, GE	Train	2 miles
	Dusseldorf, GE	Intl Airport	51 miles
	Maastricht, GE	Commuter Airport	21 miles
Gonsenheim	Mainz, GE	Train	2 miles
Goeppingen	Goeppingen, GE	Train	3 miles
Grafenwoehr	Tressath, GE	Train	3 miles
Heidelberg AIN	Heidelberg, GE	Train or Bus	8 miles
Hessisch-Oldendorf AS	Hessisch-Oldendorf, GE	Train	.5 mile
Illisheim AIN	Bad Windsheim, GE	Train	5 miles
Kalker AS	Goch, GE	Train	12 miles
Kitzingen AIN	Kitzingen, GE	Train	6 miles
Mohringen AIN	Stuttgart, GE	Train	12 miles
Neubrucke AIN	Neubrucke, GE	Train	15 miles
Neu Ulm AIN	Neu Ulm, GE	Train	5 miles
Preum AS	Gerolstein, GE	Train	7 miles
	Erdorf, GE	Train	32 miles
Ramstein AB	Landstuhl, GE	Train	6 miles
Rheindahlen	Dusseldorf, GE	Airport or Train	23 miles
Rhein Grafenstein	Bad Kreuznach, GE	Train	5 miles
Rhein Main AB	Frankfurt, GE	Int Airport or Train	6 miles
Sandhofen	Manheim, GE	Train	10 miles
Schnellentrup	Hameln, GE	Train	9 miles
Sembach AB	Enkenbach, GE	Train	5 miles
Spangdahlem AB	Speicher, GE	Train	8 miles
	Erdorf, GE	Train	14 miles
	Wengerohn, GE	Train	19 miles
	Trier, GE	Train or Bus	30 miles
Wanna	Bremerhaven, GE	Train	17 miles
Wuerzburg AIN	Wuerzburg, GE	Train	3 miles
Zweibruecken	Zweibruecken, GE	Train or Bus	3 miles



LOCATION	LOCAL TERMINAL	MODE OF COMMON CARRIER	DISTANCE
UNITED KINGDOM:			
RAF Alconbury (RAF Moleworth)	Huntindon, UK	Train	5 miles
RAF Bentwaters	Ipswich, UK	Train	10 miles
RAF Fairford	Swindon, UK	Train	20 miles
RAF High Wycombe	Heathrow (London)	Intl Airport	21 miles
RAF Lakenheath	RAF Mildenhall	AMC Terminal	6 miles
	Ely, UK	Train	19 miles
London	Heathrow (London)	Int Airport	16 miles
Menwith Hill	Leeds, UK	Train	23 miles
RAF Mildenhall	Ely, UK	Train	13 miles
Mormon Hill	Aberdeen, UK	Train	8 miles
Prestwick	Glasgow, Scotland	Train	32 miles
St Mawgan	Newquay, UK	Train	8 miles
South Ruislip	Heathrow (London)	Int Airport	10 miles
RAF Uxbridge	Heathrow (London)	Int Airport	6 miles
ITALY:			
Aviano AB	Pordenone, IT	Train	8 miles
Decimomannu (Sardinia)	Cagliari, IT	Commuter Airport	10 miles
Ghedì	Desasano, IT	Train	12 miles
Mt Corna	Desasano, IT	Train	16 miles
Mt Limbara	Olbia, IT	Train	35 miles
Mt Venda	Padova, IT	Train	22 miles
San Vito AS	Brindisi, IT	Commuter Airport	8 miles
SPAIN:			
Menorca (Det 2, 1989 ISW)	Mahon, SP	Commuter Airport	35 miles
Moron AS	Seville, SP	Airport or Train	45 miles
Soller (Det 3, 1989 ISW)	Palma, SP	Airport	20 miles
TURKEY:			
Incirlik AB	Adana, TU	Airport or Train	13 miles
	Adana, TU	Bus	9 miles

<b>LOCATION</b>	<b>LOCAL TERMINAL</b>	<b>MODE OF COMMON CARRIER</b>	<b>DISTANCE</b>
Istanbul (include Cakmakli AIN)	Istanbul, TU	Intl Airport	15 miles
Izmir	Cigli, TU	Airport	12 miles
OTHER LOCATION:			
Anderson AB, Guam	Agana, Guam	Airport	12 miles
Chievres, Belguim	Brussels, BE	Intl Airport	36 miles
Copenhagen, Denmark	Copenhagen,	Intl Airport or Train	8 miles
Keflavik AS, IC	Keflavik NSA, IC	Airport	3 miles
Lajes FLD, Azores	Lajes	Airport	1 mile
Oslo, Norway	Oslo, NO	Int Airport	6 miles
SHAPE, Belguim	Brussels, BE	Int Airport	28 miles
Thule AB	Thule AB	AMC	On base
Volkel AB	Oss, Netherlands	Train	8 miles
Netherlands	Eindhoven, Netherlands	Train	23 miles
Woomera, Australia	Pima, Australia	Train or Bus	9 miles
Australia	Government transportation only available		